King County
Department of Adult and Juvenile Detention (DAJD)

RESIDENT INFORMATION HANDBOOK

Mailing Address for Resident Mail

P.O. Box 831
Lebanon, MO 65536

King County Correctional Facility (KCCF)
500 Fifth Avenue
Seattle, WA 98104

Maleng Regional Justice Center (MRJC or RJC)
620 West James Street
Kent, WA 98032

Community Corrections Division (CCD)
400 Yesler Way
Seattle, WA 98104

June 2025

Contents

INTRODUCTION 2
PRISON RAPE ELIMINATION ACT (PREA) 3
BOOKING, ADMISSION AND INTAKE 5
PROPERTY 5
KITES 6
GRIEVANCES 8
OMBUDS OFFICE 10
TELEPHONES 11
MONEY 13
MEAL SERVICES 14
HOUSING AND CLASSIFICATION 15
RULES OF BEHAVIOR 16
DAILY SCHEDULE 24
COURT INFORMATION 25
PRO SE 27
LEGAL RESOURCES 27
RELEASE TYPES 28
MEDICAL SERVICES 30
MEDICATIONS 31
DRUG AND ALCOHOL TREATMENT 32
MENTAL HEALTH SERVICES 34
COMMISSARY 36
VISITING 37
MAIL SERVICES 38
RESIDENT PROGRAMS 40
RELIGIOUS SERVICES 42
VOTING - YOU CAN VOTE FROM JAIL! 43
FREQUENTLY CONTACTED AGENCIES 44
ACRONYMS 44
CONTACTS 45
INDEX 46

Introduction

This Resident Information Handbook will give you important information about your time in the King County jail. Jail rules and privileges and the resident discipline system are explained in this handbook. Read this handbook carefully. The information in it will help you while you are in custody. If any item is found to be in error, it will not invalidate the rest of the handbook.

While you are in jail, you will not be treated differently because of your sex, race, religion, national origin, sexual orientation, disability, or veteran status. Your access to programs will be based on your security level, classification, and special needs. Your housing classification is based on your behavior, history, medical or health condition and charges.

Resident Rights and Responsibilities

As a resident you can expect:

- You will not be discriminated against because of your sex, race, religion, national origin, sexual orientation, or disability.
- You will not be required to answer questions about citizenship status or place of birth.
- Immigration and Customs Enforcement (ICE) Detainers or Administrative Warrants will not be honored by King County unless they are accompanied by a criminal warrant issued by a U.S. District Court Judge or Magistrate; you will be given a copy of any detainer/warrant issued from ICE if you are still in custody.
- Your treatment will be fair, firm, and respectful.
- You will not be subjected to cruel and unusual punishment.
- Your crime or charges will not be discussed with other residents.
- To be free from threatening or harassing behavior from staff and other residents.
- You will be disciplined if you threaten, harass, intimidate, taunt or ridicule staff or other residents, if you break jail rules or if you disobey orders.
- To have limited privacy rights.
- You will be under constant supervision.

You are expected to:

- Follow jail rules.
- Obey and follow all orders from staff.
- Follow schedules and promptly report to jail activities.
- Use respectful language.
- Have good behavior and not engage in horseplay.
- Make your requests to officers first (not to supervisors).
- Always show good behavior.
- Treat staff and other residents fairly and with respect.
- Be responsible for your choices and behavior.
- Be patient.
- Keep your living area clean and your bed made.

If you have questions about any of these expectations, ask the officer working in your housing location.

No Hostages

King County detention facilities are No Hostage facilities. This means you **will not** be allowed to escape or be given any special treatment or favors, even if you take hostages.

Acronyms you need to know:

DAJD	Department of Adult and Juvenile Detention	**JHS**	Jail Health Services
KCCF	King County Correctional Facility - Seattle Jail	**BA**	Booking number assigned to you
MRJC	Maleng Regional Justice Center - Kent Jail	**KITE**	Form used to communicate with staff

Prison Rape Elimination Act (PREA)

The U.S. Department of Justice (DOJ) issued a rule to enforce national standards to prevent, detect and respond to sexual abuse in confinement facilities, Prison Rape Elimination Act of 2003 (PREA). This includes all prisons, jails police lockups and juvenile facilities. “Rape” includes a broad range of unwanted sexual activity.

Sexual abuse is an intolerable, critical event and is dangerous to the safety in the jail. DAJD is committed to zero tolerance of sexual abuse by having written policies, taking action, setting clear priorities, and achieving objective, measurable outcomes.

DAJD is committed to providing a safe and secure facility and meeting applicable laws against sexual abuse and sexual harassment. All reports of sexual abuse or sexual harassment will be immediately and thoroughly investigated. This policy is strictly enforced.

Sexual Abuse Definitions

Sexual abuse of a resident or detainee by another resident or detainee can be when the victim doesn’t consent, is coerced into an act by direct or implied threats of violence or is unable to consent or refuse. It includes any of the following acts:

- Contact between the penis and vulva or the penis and anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva, or anus.
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
- Any intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of a resident or detainee by a staff member, contractor, or volunteer. This includes any of the following acts, with or without consent of the resident or detainee:

- Contact between the penis and vulva or the penis and anus, including penetration, however slight.
- Contact between the mouth and the penis, vulva, or anus.
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire.
- Penetration of the anal or genital opening, however slight, by hand, finger, object, or anything, that is unrelated to official duties or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire.
- Any other intentional contact, either directly or through the clothing of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire.
- An attempt, threat, or request by staff, contractor, or volunteer to engage in the activities described.
- Any display by staff, a contractor, or volunteer of their uncovered genitalia, buttocks, or breast in the presence of a resident or detainee, voyeurism by a staff member, contractor, or volunteer.

Sexual Harassment Definitions:

- Repeated and unwelcome sexual advances, requests for sexual favors or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by resident or detainee directed toward another; and:
- Repeated verbal comments or gestures of a sexual nature to a resident or detainee by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing or obscene language or gestures.

Other than reporting to supervisors or officials, staff shall not reveal information about a sexual abuse report, other than as required by DAJD policy, to make treatment, investigation and security decisions.

DAJD shall protect all residents and staff who report sexual abuse or sexual harassment or cooperate with these investigations from retaliation by other residents or staff. Protection includes monitoring the conduct and treatment of residents or staff who reported the sexual abuse and of residents and those who report to have suffered sexual abuse for apparent retaliation by residents or staff. DAJD shall act promptly to remedy any such retaliation.

DAJD shall ensure that the alleged perpetrator(s) and victim of sexual abuse are separated through appropriate placement, transfer, or administrative leave during the investigation.

Rape and Sexual Assault Awareness

DAJD is committed to providing a safe and secure environment. Cases of rape and sexual assault will be referred to the King County Prosecuting Attorney for consideration of criminal charges.

Rape is a felony and is punishable by imprisonment for up to a life sentence. In addition, if you commit a rape or sexual assault, your classification level will be increased, which may result in loss of privileges.

If you **file a report of rape or sexual assault that is determined to be false**, the King County Prosecuting Attorney's Office will be notified for possible filing of criminal charges.

Ways to avoid being a victim of rape and other sexual assault.

- Don't be afraid to say "NO."
- Walk and stand with confidence. Rapists and predators choose victims who look like they won't resist.
- Avoid secluded areas. Be in plain view of staff. If you are pressured for sex, report it immediately.
- Do not accept gifts, make bets, or indebt yourself to anyone.
- Avoid talking about sex or sexual acts. These things may be considered a come-on or make another resident believe you are interested in a sexual relationship.

What to do if you are raped or otherwise sexually assaulted.

- Report the rape or sexual assault immediately.
- Do not shower, brush your teeth, drink, or eat anything.
- Do not use the restroom or change your clothing.
- Reports can be made verbally, in writing, anonymously and from third parties.

A survivor is never at fault for rape, even if they were in a secluded area at the time or had a prior sexual encounter with the attacker.

Ways to report sexual assault:

- Tell a facility staff member, contractor, or volunteer.
- Tell a family member or friend who can contact the police for you.
- Contact the Ombuds Office at **206-477-1050.**
- Tell your attorney.

Request immediate medical attention. Any sexual contact can expose you to sexually transmitted diseases. Free services related to sexual assault or abuse are available to you. You may request a victim advocate to go with you and support you through the medical exam and interviews, for emotional support, crisis intervention, information, and referrals.

You may have feelings of embarrassment, anger, guilt, depression, panic, and fear, several months or years after the attack. You might also have loss of appetite, nausea or stomach aches, headaches, loss of memory and/or trouble focusing and changes in sleep patterns. This is normal.

Staff are required to report sexual abuse or misconduct. There may be limitations of confidentiality. All information directly relevant to sexual abuse or misconduct must be reported by law.

Sexual Assault and Domestic Violence Resources

King County Sexual Assault Resource Center	**1-888-99-VOICE** 24-Hour Crisis Line **(425) 226-7273**	24-hour phone crisis intervention, referral, and support services for sexual assault survivors in King County. Provides medical support and legal advocacy.
National Domestic Violence Hotline	**1-800-799-7233**	Confidential 24-hour info to adults & children. Referrals for medical, legal, shelter, counseling, anger management.
Harborview Center for Sexual Assault and Traumatic Stress	**(206) 744-1600** TDD:(206)744-1616	Counseling, information, referral, and advocacy, including coordination with Harborview Medical Center to provide medical services related to sexual assault.
Catherine Booth House	**(206) 324-4943**	Emergency shelter for abused women and children 24 Hour
Domestic Abuse Women's Network (DAWN)	**(877) 465-7234**	Emergency shelter for abused women and children. Support groups, advocacy, referral, and legal advocacy.
New Beginnings	**(206) 522-9472** 24-Hour Helpline	Shelter, counseling, and support services for abused women and children.

Northwest Network of Bisexual, Lesbian and Transgender Survivors	**(206) 568-7777** TTY: 206-517-9670	Counseling, support groups, safety and support planning, basic legal advocacy, resources, and referrals.
YWCA Women's Resource Center	**(206) 461-4882**	Secured building for women and women with children (no boys over 9). Case management, support groups, child counseling, legal advocacy, food, clothing & referrals.
YWCA of South King County	**(425) 264-1400** 1010 S. Second St. Renton, WA 98055	Resources and referrals, support groups, some hotel vouchers.
Eastside Domestic Violence Program	**1-800-827-8840** **(425) 746-1940** 24-Hour Helpline	Services for DV survivors & their children up to age 11. - Referrals - 24-Hour crisis line - 24-hour crisis line - Support groups - Children's programs - Confidential shelter services

Booking, Admission and Intake

Being Booked into Jail
You were brought in through the Intake, Transfer, and Release (ITR) area. At intake, you were told about your charge(s) and were given information about your bail/bond status. You were booked, fingerprinted, photographed, issued jail clothing, an ID wristband, a PIN number for the resident telephones and received a jail booking number (BA). You also received a medical screening from a nurse.

Emergency Contact
At booking you were asked to provide emergency contact information. If your information changes, send a **WHITE** KITE to Booking/Release/Commitments to update your contact information.

Emergencies
If you have safety concerns or an emergency issue, tell any staff member IMMEDIATELY.

Privacy and Searches
You will have little personal privacy while you are in jail. You will be supervised by both male and female officers. You are expected to obey all staff directions. You may be searched at any time, including after contact with people from outside the jail, contact interviews or when a reasonable suspicion of contraband is determined. The search can be a pat search, strip search, or body scanner search. Searches of your living area and personal items many and will occur at any time.

Transgender
DAJD has a Transgender Policy with protocols about classification, housing, and treatment. If you are transgender, and you did not inform the staff at the time of your intake, you should immediately send a **GREEN** KITE to Classification so that appropriate housing can be assigned for you.

Property

When you were booked into jail, your personal items, valuables, clothing, and money were collected from you. These items were listed on an inventory form and will be stored in the property room. You will receive these items when you are released from DAJD custody. A copy of the inventory form was given to you at booking.

All backpacks, luggage, large, oversized, and excessive items were taken by the agency that arrested you. You must contact their safekeeping to retrieve them after you are released.

You must give up and declare **everything** when you come into the jail. If you attempt to keep anything with you by not reporting it or failing to turn it in, you may be infracted and/or receive new charges for having contraband.

You may keep these items with you ***after they are reviewed*** by the booking officer:
• *hearing aids* • *legal papers* • *phone numbers* • *contact lenses* • *dentures* • *eyeglasses*

If you wear contact lenses, tell the officer if you need a case. Jail Health and DAJD are not responsible for providing contact lens solution. You must buy contact lens solution through the commissary.

You may keep disability-related items such as a cane, prosthesis, wheelchair, etc. These items will be evaluated for safety and your housing will be determined according to your specific disability need.

Tobacco, matches, pipes, lighters, and marijuana are not allowed in the jail and will be *thrown away* at booking. They will not be placed on your property. None of these items will be available while you are in jail. Nicotine withdrawal may cause you to feel anxious and may cause headaches. Drink plenty of fluids to relieve the symptoms.

Food and unopened food packages will be thrown away at booking. Food is not placed in your property.

Release of Property

You can release your property to friends or family while you are in jail. The person you choose to release these items to may come to the jail reception window with their ID and inform the receptionist they want to pick up your property. All property can be released except for the clothing you were wearing when you were booked. Property can be released between 7:00 a.m. – 10:00 p.m. any day of the week.

If you are going to prison, DAJD staff will ask you to fill out a Disposition of Property in Storage form. This form allows you to identify someone you approve to pick up your property that is left behind at the jail. The person picking up your property will have **30 days after you leave for prison to pick it up. If it is not picked up by the 31st day after you transfer to prison, it will be disposed of or donated to charity. It is your responsibility to notify the person to claim your property within 30 days after you leave DAJD.**

Property Storage

The jail property room at the jail has one hanging bag assigned to you that will store the clothes you were wearing when you were booked. While you are here, other items may be added. If your property bag becomes too full, we will ask you to have someone come to the jail and remove these items. If you don't want your books or magazines, you can donate them to the Recreational Reading Program for the benefit of other residents.

Once an item is sent to the property room for storage, such as books, mail, photographs, paperwork, etc., it will not be returned to you until you are released from custody. You will not be allowed to trade out books or request items from your property. The only exception is if your cell property is being held while you are out of the facility or in disciplinary housing.

KITES

A **KITE** is a form you fill out when you want to communicate with jail staff, ask for special help or report special needs. Do not use it to report an immediate personal safety issue or an important matter that is considered a "life or death" emergency. These issues should be reported IMMEDIATELY to the officer on duty or the nearest staff person.

- ALL Non-**MEDICAL** KITEs are screened by the officer on duty to see if they relate to safety or emergency matters before they are routed to the appropriate office.
- Use a separate KITE for each request. KITEs with more than one request may be returned unanswered.
- Circle only **one recipient** per KITE. If more than one is circled, the KITE may be returned unanswered.
- **Be patient -** It may take several days to receive a response to your KITE.
- There are five different KITES. **WHITE**, **MEDICAL**, **RELEASE PLANNING**, **GREEN** and **YELLOW** .

Use the correct KITE for your request.

At **MRJC**, put your completed **MEDICAL** KITE into the **MEDICAL** KITE/grievance box.
If you are in Restrictive Housing, hand your **MEDICAL** KITE directly to the triage nurse.

At **KCCF**, hand your **MEDICAL** KITE directly to the nurse during triage.

Only medical staff will review your **MEDICAL** *KITE.*

SERVICE REQUEST KITE

King County
Department of Adult and Juvenile Detention

Name: _____ BA#: _____ Date: _____ Location: _____

Circle one (1) recipient per KITE:

- Officer ~ Sergeant
- Booking ~ Release ~ Commitments
- Property Room
- Department Records
- Commissary
- School / Education
- Chaplain / Religious Services
- Veteran Services
- Legal Computer Workstation
- Community Corrections Division
- Inmate Funds/Accounts
- ~~Inmate Management & Services~~
- Mail Room
- ~~Food Services~~
- Programs Office

PRINT YOUR REQUEST:

I need reading glasses, 1.5 strength.

Response from Recipient:

DO NOT USE THIS KITE FOR MEDICAL ISSUES (Use a MEDICAL kite for Medical Service request)

KCDAJD F-530 Front (9/17)

Use this KITE to request:

- Religious services
- Religious diet
- Balance on your books
- Pro Se services
- Legal computer
- Attend programs
- Program documents
- Reading glasses
- Property questions
- Charge information

Use this KITE for:

- Medical
- Dental
- Psychiatric
- Medications
- Disability

Medical Kite

If this is an emergency, tell the Jail staff right away!

☐Dental ☐Medical ☐Psychiatric ☐Medication Refill

Name: _____ BA # _____
Print Name (#BA)

Alias Name: _____ Birthday: _____
mm/dd/yy

Today's Date: _____ Time: _____ ☐a.m. ☐p.m. Location: _____

Tell us about your health problem: _____

How long have you had this problem? _____

This kite is my permission to get psychiatric or medical or dental exams and treatment from Jail Health Staff.

Signature: _____

Do not write below this line!

Date/Time: _____ Refer to Algorithm _____ Allergies _____
BP _____ T _____ R _____ SAO_2 (Oxygen Saturation) _____
P _____ wt. _____ BG _____

Plan/Disposition

- ☐ Priority ☐1 ☐2 ☐3 ☐4
- ☐ Referred to:
- ☐ Reverse Communication
- ☐ Pt. Ed.: _____
- ☐ Treatment Sheet
- ☐ Provider Consulted _____
- ☐ Medication F/ U _____
- ☐ RN Signature & Stamp:

This is a Permanent part of the health record

Public Health
Seattle & King County

Jail Health Services

500 5th Avenue
Seattle, WA 98104
Ph: 206-296-1091
Fax: 206-296-1771

620 W James St
Kent, WA 98032
Ph: 206-477-2001
Fax: 206-205-2439

Form # PH-1070 (Rev 09/19)

Medical Kite: Health Record

Patient Name: _____
BA #: _____
HR #: _____
D.O.B.: _____

Page 1 of 1

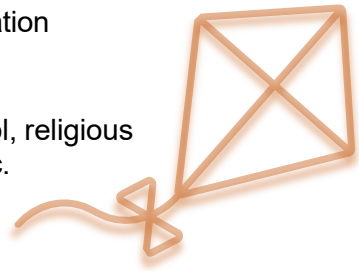
OOR- Patient Correspondence

If you have a health emergency, tell the officer on duty right away.

Choose the RIGHT KITE to make your request:

WHITE KITE:

- Criminal charge information
- Religious Diet Request
- Account information
- Chaplain / Religious Services
- Update emergency contact information
- Pro se issues
- Legal computer workstation
- Attend jail programs – drug, alcohol, religious services, school, GED classes, etc.



MEDICAL KITE:

- Dental Services
- Disability-related health care
- Medical
- Mental Health needs

RELEASE PLANNING KITE:

Release Planning can help residents who need specific services when they are released. Help can include making medical appointments, getting nursing care, mental health and substance-abuse treatment, and other social services.

GREEN KITE

- Classification issues
- Disability Accommodation
- Resident Worker
- Keep Separate Issues
- Notary Requests
- Protective Custody
- Special Housing Needs

YELLOW KITE

Vegan/Vegetarian Diet Requests

Grievances

Grievances (non-medical)

The grievance process gives you an opportunity to inform managers of a specific complaint or concern. Jail managers will investigate your compliant or concern and respond to you to help resolve the issue. Examples of complaints include but not limited to:

ADA

- Language Access related to a disability
- Unable to access VRS/VRI systems
- Issues receiving requested accommodations

Maintenance

- Living Conditions
- Physical damage to Securus equipment

Resident Services

- Bookkeeping
- Commissary
- Laundry
- Kitchen
- Mail Room
- Property
- Records

PREA

Resident Management Services

- Classifications
- Resident Tablet
- Programs
- Pro Se
- Legal Computer

Securus

- Video Visit
- Phone Calls

Staff Misconduct

Use of Force

Issues you are <u>NOT</u> allowed to submit a grievance for:

- Discipline - a guilty finding about discipline, action, penalties, or sanctions imposed because of an infraction. There is an appeal process for disciplinary matters that is explained on the infraction.
- Matters beyond the control of this department.
- Planned events that have not yet occurred.
- Issues on behalf of another resident.

If your grievance is "Rejected" for being invalid, an appeal is not able to be submitted. A new valid grievance will need to be submitted via the Resident Portal or a paper form if you do not have a tablet.

****Your grievance must be submitted within 14 calendar days of the incident you are grieving.**

<u>Steps in the grievance process:</u>

1. **Try to resolve the problem with the officer or staff most involved.** You may be able to resolve the problem by talking to them and letting them know what the issue is.
2. If your problem is still not fixed after talking with the staff member, or your complaint is about a specific staff member, fill out a grievance form. Make sure to include:
    - The date the problem started.
    - The name of the staff member involved.
    - How you tried to resolve the problem.
    - Use your full name.
    - Sign the grievance form. If it is not signed, it will be returned to you.
    - Date the form.
3. Write only one complaint per form.
4. Write only in the space provided, not outside the box or along the margins.
5. Put it in the grievance lock box in your unit.
6. The grievance will be reviewed, and a supervisor will respond within 10 days.
7. If your grievance has rare or special issues that need more time to investigation, you will be notified in writing.

<u>Grievance Appeal</u>

When you receive your grievance response, you have the right to appeal the decision. You are allowed **only one appeal** per grievance issue. Write your appeal on the original grievance. Do not use a new form to submit an appeal. Use the same instructions for submitting an appeal as you did for the original grievance. The appeal instructions are on the grievance form.

You are allowed to submit an appeal if:

- There is new information that was not known or considered in your original grievance
- A mistake was made by the person who reviewed your grievance.

You will receive a response to your appeal within 20 days. If your grievance has a rare or special issue which will take longer than 20 days to investigate, you will be notified in writing.

Misusing or abusing the grievance process may result in an infraction or termination of the grievance review.

The following are examples of abuse and misuse of the grievance process:

- Purposely giving false or inaccurate information.
- Using the grievance process to harass staff or other residents.
- Using the grievance process to disrupt operations.
- Using abusive, obscene, or degrading words in your report.
- Filing frivolous grievances (those without merit or a basis in fact).
- Making complaints about small, insignificant issues for which there is no likely remedy.
- Filing additional grievances about the same complaint while an investigation is ongoing, and you have not yet received a final response.
- Repeatedly filing the same complaint after a final response has been received.
- Grieving a disciplinary finding or other disciplinary action.

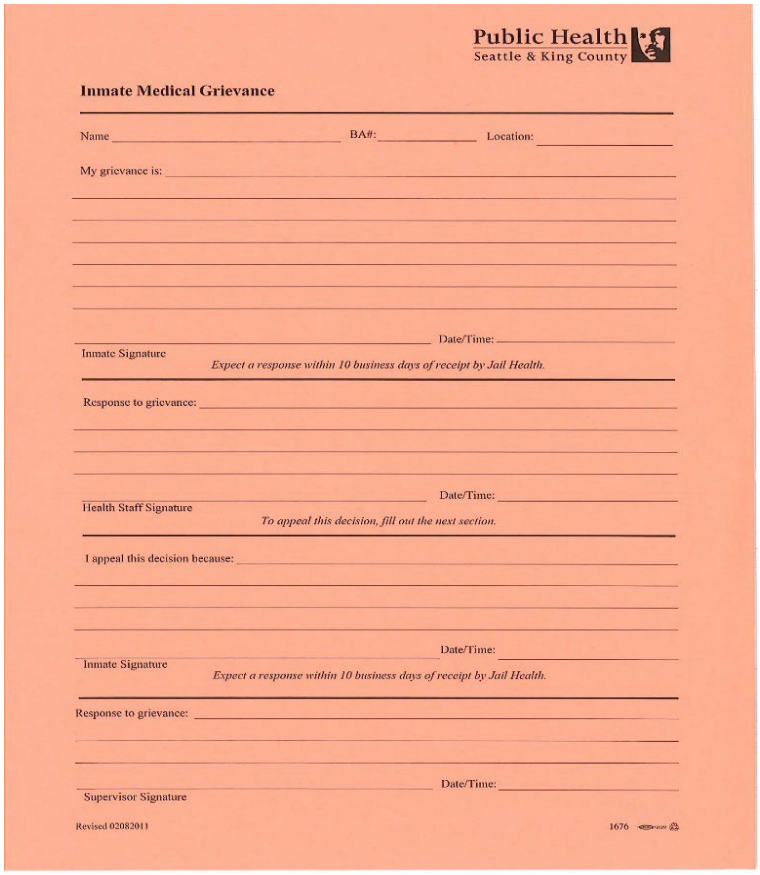
Medical – Medical/Jail Health Services

There is a different form for Medical Grievances. When you write a grievance about medical care of Jail Health Services issues, use a Medical Grievance form.

- At KCCF, hand your medical grievance to the nurse during triage.
- At MRJC, place your completed medical grievance into the **MEDICAL** KITE/grievance box. If you are in Restrictive Housing, hand the KITE to the nurse conducting triage.

You will receive a written response within 10 business days from Jail Health Services staff. If you appeal, the response to the appeal will take about 10 business days after Jail Health Supervisor or their designee receives it.

If you are notified of a delayed response, the letter will explain the reasons and give an approximate date of resolution.



Public Health
Seattle & King County

Inmate Medical Grievance

Name _____ BA#: _____ Location: _____

My grievance is: _____

_____ Date/Time: _____
Inmate Signature

Expect a response within 10 business days of receipt by Jail Health.

Response to grievance: _____

_____ Date/Time: _____
Health Staff Signature

To appeal this decision, fill out the next section.

I appeal this decision because: _____

_____ Date/Time: _____
Inmate Signature

Expect a response within 10 business days of receipt by Jail Health.

Response to grievance: _____

_____ Date/Time: _____
Supervisor Signature

Revised 02082011 1676

Ombuds Office

The King County Ombuds Office is not part of the jail. The Ombuds is available to help people who are having difficulty resolving complaints or have concerns with a King County agency. This office is not an office of first recourse. First try to resolve your complaint or concern through the jail's KITE or grievance procedures. The exception is if doing so may endanger your safety, or it is a medical emergency.

What the Ombuds Office CAN Do

You may contact this office if you have a complaint about the jail or Jail Health Services that you were not able to resolve directly with them. But you should contact us immediately if:

- You would like to make a PREA report or believe that you have been **raped or sexually assaulted**.
- You believe that excessive force was used on you.
- You believe that you have been **wrongfully strip-searched**.
- You believe you have been **held past your intended release** date.

If the KITE and grievance process did not resolve your complaint, you can contact us if:

- You believe you **have not received necessary care and/or necessary medication** for a **medical condition** while in custody.
- You are not receiving your **religious diet**.
- You have issues about **commissary**.

These are some of the ways we may be able to help but we offer no guarantee that we can help every time. This is only a general overview of the Ombuds Office's services. All decisions are made by the Ombuds Director.

What the Ombuds Office CANNOT Do

The Ombuds Office gives highest priority to complaints about health and safety. We generally cannot investigate the County Executive, judges, prosecutors, the County Council, and non-King County agencies such as the Washington State Department of Corrections (DOC) or private or non-profit businesses. We also cannot provide any legal advice, become involved in your criminal case, or force Jail Health Services staff to provide you with specific medical care or medication. We will not make telephone calls on your behalf to non-King County agencies.

How to Contact the Ombuds Office

Business Hours:
Monday – Friday
8:30 a.m. to 4:30 p.m.
*Closed on National Holidays

By Phone: 206-477-1050. If you reach our voicemail, leave a detailed message. DAJD does not record calls or voicemails to the Ombuds, but the Ombuds records voicemail messages.

Mail – In Custody: While in custody, you can write to us at our interoffice address:
Ombuds Office
CEN-CC-0705

Mail – Out of Custody: While out of custody, you can write to us at our physical address:
Ombuds Office
810 3rd Ave, Suite #705
Seattle WA, 98104

Write "LEGAL MAIL" on your envelope. All letters to and from the Ombuds Office are considered legal mail. Interpreters will be provided free of charge upon request.

Information to Include: If you choose to contact the Ombuds Office, please describe what happened and include all the details you have about your complaint, such as:

- When the problem occurred (date and time).
- Where the problem occurred (facility, floor/unit, specific location).
- Who was involved (officers, staff, and residents).
- Who else witnessed what happened or might know more about your complaint.
- What you have already done to try to solve the problem (such as KITEs or grievances).
- What you believe needs to be done to solve your problem.

Telephones

The jail's phone carrier is Securus Technologies™. Their customer service and help line is 1-800-844-6591 and is available 24 hours a day, 7 days a week. Your family and friends may also contact them through their website at www.securustech.net**.**

There are three ways to use the resident telephones:

1. **Resident Debit Calling Account** - **You created a $0 balance resident debit phone account when you were booked in ITR. With a resident debit account, you may make local, long distance or international calls to landlines and cell phones.** You may buy phone time through commissary by using your BA number and requesting a transfer to your phone account. Family/friends may also add money to your phone account without having to set up a prepaid phone account. To do this they should call 1-800-844-6591 or visit www.securustech.net. The county may provide free phone and/or video visits from time to time at the discretion of the county.

   You are responsible for the management and security of your debit account and PIN number. Do not share your debit account or PIN number with ANY other resident. You should manage your phone time based on the number of minutes you have on your account. Phone calls are limited to 15 minutes at a time but could be shorter if you do not have enough funds left on your account balance. Your call may also be shortened for improper activity when placing your call or during your conversation. There is a $50 per week limit on phone time purchases.

2. **Outgoing Collect Calls -** You may make collect calls. Your called party will be responsible for the payment of these calls by accepting the collect call from you. After accepting the call, the charges will be billed to their local phone bill. Instructions are posted in your housing unit.

3. **AdvanceConnect ™Account -** You may have family/friends put money for your use on their home phone by having them call 1-800-844-6591 or visit www.securustech.net to open a prepaid account. Your family/friends may then have your attorney, bondsman or social worker's phone numbers added to their account so you can call these parties. They may also add funds to your debit calling account.

Telephone Dialing Instructions

Pick up the phone

- For **English** press 1
- For **Spanish** press 2
- For **Debit Rate** information**,** Press 8 after language selection.
- To make a **Collect** call press 0
- To make a **Debit** call press 1

If 0 is pressed for collect

- Enter your **10-digit ID + 4-digit PIN**
- Enter the area code + phone number

If 1 is pressed for debit

- Enter your **10-digit ID + 4-digit PIN**

For **Domestic** and **Local** Calls, dial **Area Code + Number.**

For **International** Calls, dial **011 + County Code + Number.**

Instructions for transferring funds from your commissary account to your debit account.

You must have the PIN number that you have already established.

1. Pick up the handset and press 1 for English or 2 for Spanish
2. Press 0 for a collect call
3. Enter your 10-digit BA number and your 4-digit PIN number
4. When asked to enter the number you wish to dial, enter 5 and then press the # key
5. When prompted, enter your BA number followed by the # key
6. When prompted, enter your PIN number followed by the # key
7. Enter the dollar amount you wish to transfer
8. The computer will tell you if your fund transfer was successful

If your family and friends can't receive your collect calls or they have questions about the calling process, they should contact Securus customer service at: **1-800-844-6591**. People with blocked numbers or billing problems should also call Securus. Live operators are available 24/7, 365 days per year.

To **change your PIN #,** get assistance with **collect international calls**, or get assistance with a phone issue, use a **WHITE** KITE, and write "Securus" at the top. Write your request or problem and the date it occurred. Your KITE will be forwarded to the Securus phone representative to help you with your issue. Many countries do not allow collect calls made from jails. You may write letters instead.

A list of specific agencies and phone numbers, such as your public defender, is posted in your housing unit. **All calls are recorded except for calls to your attorney or to the Ombuds Office.** If you are not sure if your attorney's office or cell phone number is registered on the "do not record" list, tell them to follow the instructions on the DAJD website. All public defenders are already on the "do not record" list. If your attorney is not sure if their number has been blocked from recording, they should use the contact information on the DAJD website to clarify.

Attorneys from the Department of Public Defense (DPD) can set up voicemail boxes and leave messages for their clients. ONLY public defenders will be able to leave messages for their clients. If your attorney is a public defender and you would like a voicemail box set-up, talk with your attorney to see if you qualify.

Telephone Restrictions

- You cannot receive incoming calls.
- Staff cannot take or deliver phone messages for you.
- You may only use the phone during the hours that you are out of your cell.
- You may not use the phones during mealtime.
- All phone calls are limited to 15 minutes.
- **Three-way calls are not allowed.** You will be infracted and disciplined, including losing your phone privileges, if you make or attempt to make three-way calls.

Complaints about Resident Phones

Complaints with the Securus™ phone system - submit a **WHITE** KITE, write "**Securus"** at the top. Write **your** name, BA#, location and date. Write the phone number you were calling, the date and time you were trying to make the call. Submit the **WHITE** KITE and Securus will respond to you.

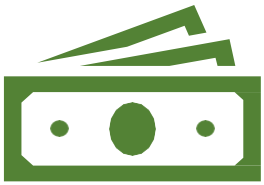
Complaints with the **maintenance or hardware of the telephone -** tell the housing officer.

TTY / Video Relay Services (VRS) and Closed-Captioned Televisions (CCT)

For the hard of hearing, all Securus video visitation kiosks are equipped with VRS (Video Relay Service). Tell your unit officer if you need help using VRS or if you need to use a TTY machine.

Money

All money you had when you were booked into jail was put into a resident account for you. This account is called your "books." This money can/will be used for:



- Buying commissary items or phone time.
- Paying restitution for damage you caused to jail property if you have been found guilty of a property damage.
- Pay charges you owe the jail from any prior bookings.
- Pay any other court ordered obligations such as child support.

There are three ways for money to be added to your books:

1. **Money Orders and Cashier's Checks** - You can receive money orders or cashier's checks. Before the funds are placed on your books, they will need to be verified through the company they were purchased from. It may take *ten business days* before the money is put on your books. Send a **WHITE** KITE to "Resident Funds/Accounts" for problems or questions.

2. **Internet or Telephone Deposits** - People can make deposits to your resident account using the Internet or a toll-free phone call. This system takes both credit and debit cards and the deposit posts *within 15 minutes*. This is an easy and inexpensive way for you to receive money on your books.

   For internet access to this service - www.AccessCorrections.com or call toll free 866-345-1884. There is a small fee for each of the services. People may also access the site through DAJD's website: www.kingcounty.gov/courts/detention. Go to Courts, Jails & Legal System, click on Adult Jails, then click on "send Money" This will take them to the page and Internet site referenced above . Your BA# is required and can be found at this same site under "Locate a person in Jail", or at www.kingcounty.gov/inmatelookup.

3. **Kiosk Deposits – Similar to an ATM machine,** kiosks are installed in the lobby of both facilities. These will accept cash, debit, and credit cards. Money is posted to your account within 15 minutes of the deposit. DAJD assumes no responsibility for deposits made in these kiosks. Send your questions and problems to Access Corrections at the contact information located at the kiosks. There is a small fee for using the kiosks.

Your name and BA# must be clearly and legibly written. **Cash and personal checks are not accepted.**

If fraudulent funds are placed on your account via a stolen credit/debit card, the money will be frozen from use pending an investigation.

Owing Money
25% of the money you had with you when you were booked as well as any other deposits to your books will be paid toward your outstanding balance from prior bookings (see "Debts' below) until the debt is paid in full. DAJD will deduct this money from your books until the amount is paid.

Debts
You may have debts for basic goods and services delivered to you while in DAJD custody. You may also have fines for damaging King County property. The debt will be shown in your records even after you are released from jail. Any time money is put on your account, DAJD will deduct the money from your books until the debt is paid. This includes any future bookings you may have.

You may not receive personal checks, payroll checks, SSI/welfare, or SSDI/disability checks while incarcerated. All other checks will either be deposited to your resident account or placed in your property. You will be notified by the Resident Financial Services department once the deposit is approved and the funds are available for you to use. The accountant will take money from your account to pay for your commissary purchases, phone time purchases, restitution, etc.

You can release your money to friends or family while you are in jail. The person you release money to must come to the jail reception window with their ID and tell the receptionist you are releasing money to them.

Money can be released **during the first 72 hours (3 days) after your booking**, between 8 a.m. and 3 p.m., Monday through Friday. Money will not be released on weekends or holidays. After 72 hours, the jail will not release money to anyone *unless* it is for Bail, Electronic Home Detention (EHD), an *emergency.*

Emergency Release of Money
If you have been in custody for more than 72 hours (three days) and you need to release money from your books for *an emergen*cy, fill out a **WHITE** KITE and circle RESIDENT FUNDS/ACCOUNTS. Write down:

- What the emergency is for.
- How much money you need to be released.
- The name of the person to release the money to.

Send the **WHITE** KITE at least three (3) days before the date you want the money to be released. There is no guarantee the money will be released. If you owe money from a previous booking, the FULL amount owed will be deducted before any money is released. This emergency release of money may only be used one time per booking.

Meal Services

Meals and Food Services
All meals served at the jail meet Federal nutritional requirements and are approved by a registered dietician.

Jail meals do NOT contain pork, pork products, pork bi-products, or foods containing shellfish.

If you need a special diet for health reasons, fill out a **MEDICAL** KITE. It will be reviewed by a medical provider.

Special diets for medical/dental reasons can only be ordered by Jail Health. If there are foods that you are allergic to, this must be confirmed by outside allergy testing before these items are removed from your diet. Once the kitchen receives the special diet order from Jail Health, the meal will start as soon as possible.

Vegan Diet – USE A YELLOW KITE
All vegetarian diets are also vegan (no animal or dairy products). To request a vegan meal, send a **YELLOW** KITE to Food Services. A vegan diet can only be requested one time per booking. If you stop the vegan diet, you will not be allowed to request it again for the rest of your current booking.

Kosher or Halal Diet – USE A WHITE KITE
For these people following specific religious dietary restrictions, DAJD offers a Kosher or Halal diet. To request a religious diet, send a WHITE KITE to Resident Management & Services (RMS). You will be provided with a Religious Diet Request or Reinstatement Form. Complete the form and return it to RMS. If approved, the kitchen will be notified to start the religious diet and a letter of approval will be sent to you. If you are denied, you will receive a letter of denial.

If you are receiving a Kosher or Halal diet and request to stop the religious diet, it will be stopped for the rest of your booking. If you violate the conditions you agreed to, you will be removed from the diet for the specified period depending on your violation.

Passover / Ramadan – USE A WHITE KITE
If you observe Passover or Ramadan, send a **WHITE** KITE to the Kitchen.

Housing and Classification

You will be interviewed by a Corrections Program Specialist within the first 72 hours after booking.

They will:

- Ask you about your special needs, such as disability or housing needs or accommodations.
- Decide your security level based on, your criminal charges/history and current/prior behavior.
- Assign you to your housing unit and a specific bed.
- Decide if you are allowed to take part in programs.

If you have special needs for writing, hearing, mobility, etc., let the classification staff know at the time of your interview or send a **GREEN** KITE to classification and a staff member will contact you.

Only classification staff can change your bed assignment.

You will continue to have your classification reviewed on a regular basis while you are in jail. DAJD may move you to another King County jail. If you are in jail on city charges only, you may be moved by that city to another jail which may be outside of King County.

There are three (3) main kinds of classification housing:

1. **General Population**
   Residents with good behavior are generally housed in general population. Different privileges and programs are available to you. See the program schedule in your housing unit for details. You may be limited to certain programs because of your classification security level.

2. **Restrictive Housing**
   - **Ultra Security -** The highest classification security level.
   - **Legal -** Determined by the department or via court order.
   - **Pre-Hearing -** For residents waiting for a Disciplinary Hearing for breaking rules.
   - **Disciplinary -** As a penalty for residents who have been found guilty in a Disciplinary Hearing.
   - **Behavior Management -** For residents with a history of physical aggression, multiple serious or major infractions, incompatibility with others, or whose presence in general population may create a serious disruption to routine facility operations.

3. **Program Housing**
   Some programs require residents to be housed in specific program units. Taking part in these programs will require approval from Classification and enrollment by the Programs Office. To enroll in programs, send a **WHITE** KITE to the Programs Office and write the name of the program you are interested in.
   - **Transitional Recovery Program -** You must be court ordered to take part.
   - **Veterans Housing Unit -** You must be a verified veteran through the WDVA to take part.
   - **Substance Use Disorder Treatment Unit -** Programs will decide if you can be enrolled.
   - **Alternatives to Confinement - Community Corrections Division (CCD), Electronic Home Detention (EHD).** The Alternatives to Confinement programs are CCD program placements and are decided by the court. Placement requires a judge's order and *Condition of Conduct Order.*

Behavior Standards

You are expected to follow **ALL** jail rules and always obey staff directions. The way you act, talk, and behave determines the privileges and opportunities that you will have during your stay in jail.

If you have good behavior and follow jail rules, your classification security level may be lower, and you will have access to more programs.

You must follow all DAJD jail rules, even when you are being transported to or from another location. You may be temporarily released for interviews with police agencies with the expectation that you will be returned to the jail when the interview is over. This means you are still in DAJD custody and are required to follow all jail rules, even when you are not in the jail. Breaking jail rules may result in an infraction and discipline.

You are not allowed to conduct personal business for money or services while in custody. **NO** financial transactions are allowed between residents, whether using money or goods, such as food, as payment.

You will lose privileges for not obeying staff directions or for other bad behavior. Restrictions will be imposed for breaking jail rules. Discipline can include disciplinary housing for up to ten days per violation and loss of good-time credit, programs, commissary or visitation. Other privileges may also be lost. Notice of your behavior may be sent to the judge in your case and/or to DOC or other law enforcement agencies. The prosecutor may also file new criminal charges in addition to your existing charges.

An explanation of the jail rules, privileges and the resident discipline system are included in this handbook under Resident Rules of Behavior. **Read and follow them.** Ask staff if you have any questions.

Infractions

When you break a jail rule, you will receive a resident Rule Infraction Report/Behavior Modification Report (infraction). This report contains a list of the rule(s) you broke and a description of the incident.

You have the right to:

- Have written notice of what the rules are.
- Be given a written report of your behavior that broke the rules and the specific rules that were broken.
- Be at your hearing, except during deliberations.
- Give evidence on your behalf including testimony, written statement(s), or physical evidence.
- Request written statements of up to three witnesses who may have seen the incident.
- Have witnesses at your hearing unless denied by the hearing staff for security reasons.
- A copy of all decisions following a hearing, including discipline you will receive, the reason for the discipline and the evidence relied upon.
- Appeal the decision made. You will receive information about how to do this at the time you receive the hearing decision, including the deadline to submit your appeal.
- Be told that if found guilty of damaging property, your resident funds may be used to pay restitution.
- Be informed that the discipline on some convictions could result in you losing your good time.

Infraction Hearing

You are allowed 24 hours from the time of the incident to prepare for the infraction hearing. You may waive the 24 hours. The hearing will be started within 120 hours (5 days) from the time of the incident (not counting weekends and holidays).

Before the infraction hearing, you will be allowed to identify up to three witnesses you want to have statements from. Their statements will be taken by hearing staff. At the hearing, staff will talk to you and listen to your side, ask you for your written statement, hear from your witnesses and/or read their statements and view any objects you have supplied. At the end of your hearing, staff will make a finding of guilty or not guilty on each infraction charged. If you are found guilty, you will be disciplined (see

"Resident Rules of Behavior"). You will receive information about the hearing process and will be given a written statement describing the reasons you are guilty and what the discipline will be.

If you refuse to be part of your hearing, it will be held without you. If you are found guilty or not guilty, the decision will be based on the information in the infraction report written by staff and any other supporting documents supplied by either you or DAJD staff before or during the hearing. If you refuse to sign the hearing documents, it is considered a refusal to take part in the hearing.

Infraction Appeal

You have the right to appeal a hearing decision. To win your appeal you MUST:

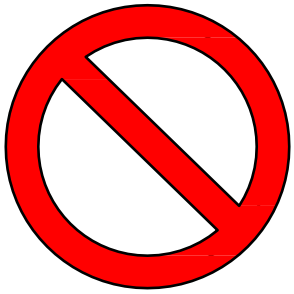
- Offer new information or evidence that was not reviewed at the hearing; ***AND***
- Turn in the appeal within 24 hours of the hearing decision.

If you are found guilty of damaging or destroying King County property, your resident account will be charged for restitution (paying for the repair or replacement of the damaged or destroyed item(s)). If you want to appeal this ruling, the same rules as stated above apply.

DAJD has a **ZERO TOLERANCE POLICY** for the following.

You will not:

- Have items capable of being used as a weapon.
- Misuse medications or prescribed treatments.
- Harass anyone for any reason.
- Physically or verbally behave in a sexual way.
- Escape or *attempt* to escape.
- Assault jail staff, other residents, or any other person.
- Take hostages.



Violation of this policy will result in discipline and possible criminal charges against you.

General House Rules

***Attempting* to break a rule is the same as breaking it. You will be disciplined for attempting to break a jail rule.**

1. When a code is called, rack back (return) to your cell immediately unless told something different.
2. Keep housing areas neat and clean at all times. Tell the housing unit officer about anything that does not comply with housing rules.
3. Intercoms (call buttons) in your housing location are for emergencies only. Wanting to come out of your cell is not an emergency. Misuse of the intercom may result in discipline.
4. Cell doors must be completely closed when racked back and pass-throughs closed.
5. Wristbands must be worn at all times. Do not wear another resident's wristband. Notify an officer right away if your wristband is damaged.
6. Shower caps are only allowed in your cell or shower.
7. Head coverings are only allowed when pre-approved by jail staff.
8. Shower every day, unless your rack-out schedule does not allow for it. ***Wear your sandals while taking a shower. The stalls may be slippery.*** Take your shower items, including towel, back to your cell.
9. You must clean the shower stalls after you use them.
10. Meal trays, cartons, cups, utensils, etc. must be returned and neatly stacked after each meal.
11. Trash and leftover food and drink must be thrown away after each meal. Do not keep it in your cell.
12. Make your bed. Fold your blanket back 12 inches and tucked under the mattress. Cell inspections may occur at any time. Have your cell clean and ready at all times.

13. Do not loiter or hang around the mezzanine (upper levels in the housing areas).
14. No talking or shouting from one level to the other.
15. You must be fully dressed while in the dayroom. Do not roll up pant legs, tuck pant legs into socks or peg (fold) them to your leg. Do not rip, tear or modify your uniform in any way.
16. You must be fully dressed while in your cell. Do not stand in front of your cell window or anywhere else if you are not wearing all your clothes. The only time you can take your clothes off is for showering or at bedtime. If you take your clothes off at bedtime, you must be covered by your blanket.
17. Address all staff members by their proper title and last name, such as "Officer Smith."
18. Treat everyone with courtesy and respect.
19. Tables, chairs, etc. are to be used for their intended purpose only.
20. Phone calls are limited to 15 minutes at a time. You may make a second phone call once you have waited your turn again.
21. Throw away all bottles, lids, and containers you received from commissar1 and the vending machines when they are empty. You may not use them to store anything in.
22. Keep the noise level low. The housing unit will get two noise checks (warnings). The whole unit may be racked back unless specific individuals can be identified as causing the loud noise.
23. You are expected to attend all court hearings.
24. Follow ***all*** rules of the housing unit.

DO NOT:

- Change or mess around with the staff area or enter areas you are not supposed to be in
- Cover any lights, vents, windows, or drains.
- Hang items from sprinklers.
- Hang, paste or tape any items in your cell or on the walls.
- Tear materials (clothing, socks, blankets, etc.) or destroy property.
- Put anything into soda pop containers or other commissary containers.
- Sleep on the cell floor, in dayroom areas or any location other than your assigned bed.
- Sit on tables.
- Make or wear jewelry.
- Use KITEs, grievances, or other blank forms as stationary to write letters or for 'art' projects
- Lean, climb, sit on, or stand near railings.
- Talk to another resident who is not in your housing unit.
- Yell, talk loudly or make hand signals or signs to other residents. This is only allowed if you are using American Sign Language to speak to someone who is hard of hearing , or you are hard of hearing.
- Pound or beat on walls, doors, glass, or tables.
- Speak loudly, run, horseplay or any other nuisance activity.
- Write, scratch or paint on the walls.
- Damage, abuse or destroy books or materials borrowed from the Recreational Reading Program, Schools, or Religious Services. Return all books and materials when requested.
- Pass anything to anyone in another housing unit.
- Take jail issued recreation items (games, balls, etc.) into your cell unless authorized by the officer.
- Tall with or yet at people on the street when in yard out.
- Do not remove your wristband.

Resident Rules of Behavior

Trying to break a rule or helping another person to break a rule will be treated the same as breaking a rule. If you are found guilty, discipline will be decided at the end of the disciplinary hearing.

These rules are posted in all housing locations.

Rule #	Infraction Name	Rule Descriptions	Mandatory Minimum Days Sanctioned
Maximum Allowable Penalties: 10 days disciplinary housing; loss of good time, loss of privileges associated with the infraction, potential classification to a higher security level.			
MAJOR INFRACTIONS			
100	**Homicide**	Killing another person.	10
101	**Assault**	Physically attacking any person using any item as a weapon with or without bodily harm.	10
102	**Custodial Assault**	Assault with or without bodily harm of any staff member, volunteer, or service provider by having intentional, unwanted physical contact with the person. Throwing any object or substance at any staff member, officer, volunteer, or service provider including bodily fluids or solids to include spitting, with or without injury. (See #200)	10
103	**Sexual Assault**	Sexual acts with others that are not consensual. See PREA or RCW 9A.44 definitions. (See #208, #219, #224)	10
104	**Arson**	Deliberately setting fire to property.	10
105	**Escape**	Running from any officer, jail, or transport.	10
106	**Possession of a Weapon or Escape Tool**	Having a firearm, knife, explosive or prohibited item that can physically hurt someone. Having anything that can be used to escape or help in an escape.	10
107	**Hostage Taking**	Holding a person against their will or kidnapping them.	10
108	**Rioting**	A gathering of two or more people engaging in rebellious behavior and attempting to control any area of the jail facility.	10
SERIOUS INFRACTIONS			Minimum Days Sanctioned
200	**Assault**	Assault of a resident resulting in bodily harm through intentional, unwanted physical contact, including shoving, pushing, poking, biting, kicking, jabbing, or throwing objects. Throwing any substance at a resident, including bodily fluids or solids, including spitting, with / without injury. (See #102)	Injury: 5-7 Non-Injury: 3-5
201	**Fighting**	Fighting or other violent physical contact with another resident including fist fighting, wrestling, shoving, kicking, slapping, scratching, or biting.	Injury: 5-7 Non-Injury: 3-5
202	**Physical Resistance**	Pulling away from staff or refusing to cooperate with handcuffing, restraint chair, restraint board or other method of restraint.	5-7
203	**Refusing Orders – resulting in a safety/security issue**	Not following a staff member's order where failure to follow the order presents a safety or security concern or results in a code response.	5-7
204	**Intentional Flooding**	Flooding any area on purpose.	3-5
205	**Verbal/Non-Verbal Abuse of Staff**	Saying abusive or demeaning things or making rude gestures at staff.	3-5

206	**Escape from Community Program or Temporary Release**	Leaving a community-based or correctional program. Failure to return from a court-approved temporary release (TR). Leaving a medical facility without permission.	Loss of all earned good time
207	**Threats**	Making direct threats to cause physical harm to another, either verbal or written, explicit or implied.	3-5
208	**Consensual Sexual Misconduct**	Consensual sexual acts with others. Sexual acts include contact of the sex organs with the mouth or sex organs of another. Penetration of the anal or sex organs of another person, however slight, by a hand, finger, or object. Any other intentional touching directly or through the clothing, of prohibited areas that include genitalia, anus, groin, breast, inner thigh, or the buttocks of another person. (See PREA or RCW 9A.44 definitions), (See #103, 219, 224)	5-7
209	**Tampering, Safety and Security**	Interfering with safety and security equipment, with or without causing a need for repair. Blocking or locking a door or pass-through, tampering with fire equipment, fire/smoke alarms, sprinkler heads, electrical jacks, lighting systems. (See #214, #303, #308)	5-7
210	**Contraband: Drugs, Alcohol**	Possession of alcohol, intoxicating beverages (e.g., pruno), drugs or controlled substances in an amount not prescribed to the person.	5-7
211	**Telephone or Video Visiting Device Misuse and/or Abuse**	Abuse of telephone and video visiting, including: 3-way calling (actual/attempted), direct/indirect calling violations of restricted parties or phone numbers, use of another resident's phone debit card or his/her BA number for your use or knowingly allowing your BA number to be used by another resident to make phone calls or video visits. Video visits where you allow and/or solicit inappropriate activity to include nudity, partial nudity and/or sexual behavior.	3-5 days with or without phone privileges
212	**Group Demonstration**	Actively participating in a disturbance with other residents, and/or causing a hazardous or serious incident which disrupts order.	5-7
213	**Extortion / Strongarming**	Demanding or receiving anything from another person in return for protection from bodily harm or agreeing not to inform on them. (See #318)	5-7
214	**Property Damage - more than $100**	Willfully destroying, defacing, or damaging King County or private property causing a need for replacement or repair costs more than $100. Includes but not limited to fire or smoke alarms or sprinkler heads that causes damage.	3-5
215	**Refusing Placement**	Refusing to remain in or be moved to an assigned housing area, following a Sergeant response to first attempt de-scalation.	3-5
216	**Misuse of Medication**	Possession or use of unauthorized medications, misuse of prescribed medication.	5-7
217	**Tattooing and/ or Piercing**	Tattooing and/ or piercing to oneself or another person.	3-5
218	**Theft**	Intentionally taking anything of value from another person.	3-7
219	**Verbal Harassment, Inappropriate Language or Conduct**	Verbal harassment - unwelcome comments or conduct based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), or disability.	3-5

220	**Mail, Video, or Telephone Harassment**	Sending threatening, intimidating, obscene or harassing letters; making threatening, intimidating, obscene or harassing phone calls; performing unlawful acts using the mail, video, or telephone.	3-5
221	**Destroying or Tampering w/ID**	Not wearing or altering wristband. Wearing another resident's wristband.	3-5
222	**Possessing or Making Porn or Sexually Explicit Material**	Possession of or making pornographic or sexually explicit materials, including drawings, cartoons, photographs, magazines, books, videos, or any other item which contain sexually inappropriate material including nudity, genitalia or exposed female breasts.	3-5
223	**Unauthorized Area**	Being in an unauthorized area without staff supervision or permission, including jail facilities, court, hospital, or transport.	3-7
224	**Indecent Exposure**	Deliberately exposing genitalia, buttocks, or female breasts; or actual or simulated masturbation; or touching yourself sexually.	3-5
225	**Storing of potential urine/feces**	Storing of Urine/Feces or unknown liquids suspected to contain feces or urine.	3
226	**Sexual Harassment**	Sexually explicit or suggestive comments or conduct, demeaning references to gender, sexually suggestive or derogatory comments regarding body or clothing, obscene language, or gestures.	3-5
227	**Religious Diet Violation**	Failure to follow religious diet instruction or policies.	Removal from diet
228	**Smoking and smoking contraband**	Smoking or possession of smoking related contraband, including tobacco products, lighters, matches, pipes, vape pens, e-cigarettes.	1-5

Penalties for General Infractions will be on a Progressive Discipline scale and may include rack-backs, loss of commissary, loss of visiting or recreational yard privileges and loss of Good Time Credits.

GENERAL INFRACTIONS

300	**Combative Behavior**	Presenting a combative posture, or other non-injurious posture that does not result in injury.
301	**Resident to Resident Verbal Abuse**	Making abusive, obscene, ridiculing, or degrading statements to other residents. Challenging other residents to verbal or physical confrontation.
302	**Refusing Order(s)**	Not following a staff member's order or posted directive that does not cause a code to be called and does not cause an imminent safety/security issue.
303	**Interference with count**	Failure to stand for count or behavior that interferes with count or security checks
304	**Possession of Contraband**	Having or keeping any item not approved by staff or items prohibited by jail policy, including but not limited to excessive or unauthorized amounts of books, magazines and photographs, clothing or other jail-issued items, linens, mattresses, food, pruno supplies (pruno is #210), drink and books; possession of money or other valuables, or other unauthorized items or possession of property belonging to another person or agency. *Failing to keep medication in the designated container or removing label.
305	**Tampering with Equipment**	Interfering with facility equipment, even without causing a need for repair, when it does not cause imminent safety and security threat. Includes to cover lights, windows, vents, or drains, hang items from sprinklers. (See #209, #303, #308)

306	**Lying to Staff**	Making a false statement or withholding information pertinent to an investigation or safety and security of the facility, staff, or other residents.
307	**Unauthorized Area**	Being in an unauthorized area within the same living unit, including a cell or bed you are not assigned to or the bathroom, dayroom, shower, etc. when unit is racked back. (See #223 for other unauthorized areas.)
308	**Property Damage $100 or Less**	Destroying, breaking, or mutilating private/King County property within damages of $100 or less. (See #303, 315, 319)
309	**Nuisance Activity**	Making loud noises including singing, shouting, yelling, kicking, banging or any other persistent activity that disrupts order or interferes with staff after being ordered to stop.
310	**Violating Program Rules**	Breaking program rules: visiting, housing, commissary, resident worker, recreation, or other program rules.
311	**Changing Location**	Changing bunks, beds, cells, dorms, or tank locations without permission.
312	**Failure to Follow Meal Instructions**	Not racking out, not being ready at mealtime, putting out tray, returning food containers and utensils or following meal instructions.
313	**Gambling**	Betting or wagering for anything of value, including food or beverages.
314	**Not Fully Clothed or Improper Attire**	Not being dressed inside or outside a tank or dorm, e.g., shirtless, pants-less, use of unauthorized head coverings, headbands, arm socks, wearing pants below waist level.
315	**Unauthorized Marking**	Marking or defacing of King County property, surfaces, or equipment.
317	**Failure to Follow Safety and Sanitation Guidelines**	Willfully allowing unsafe or unsanitary conditions to continue or actively causing or adding to such conditions; failure to maintain personal cleanliness or failure to maintain cleanliness of an assigned living area.
318	**Bribery**	Giving or offering any person money or a bribe of any kind.
319	**Hanging Pictures**	Unauthorized posting or hanging of pictures. To hang, paste or tape any items in your cell or on the walls. (See #303)
320	**Unauthorized Borrowing or Passing Items**	Buying, taking, borrowing, selling, trading, bartering, passing, or using another resident's belongings.
321	**Failure to Follow Phone, Video & Mail Rules**	Failure to follow telephone, mail, video, or telecommunication device rules as posted or listed in the Resident Information Handbook. (See 211, 220, 219, 207)
322	**Law or Court Order Violation**	Violation of any local, state, or federal law or court order.
324	**Forging Signature**	Forging any signature.
325	**Unauthorized Financial Transaction**	Entering into a financial transaction or any financial obligation; soliciting personal business for money.
327	**Gang Activity**	Participating or engaging in the activities of any unauthorized organization, gang, or security threat group; possession of symbols or signs (not including previously applied tattoos) of any unauthorized organization, gang, or security threat group.

Restitution
King County has the right to withdraw money from your account for restitution if you are found guilty of property damage. Before DAJD takes any action to seek restitution, you will be given notice of the alleged property damage and can take part in and defend yourself during a fair hearing. You have the right to appeal any finding where you must repay funds. Payment will be withdrawn from your resident account if you are found guilty and your appeal of that finding is denied.

Authorized Cell Items

- You are allowed to keep personal property and jail-issued items as long as they meet safety, security, and jail policy requirements. No items may be altered (changed) in any way. You do not need specific permission from staff to have the following items:

Jail Issued Items

- One (1) mattress
- Two (2) blankets
- Two (2) towels
- One (1) each of the following items: toothbrush, toothpaste, comb
- Up to four (4) bars of soap
- One (1) Resident Information Handbook
- One (1) gray storage bin
- One (1) jail-issued cup
    - Any of these items may be removed if abused or used in violation of jail rules

Clothing Issued to All Residents

- Two (2) uniforms
- One (1) pair of sandals
- Four (4) pairs of socks, (you may purchase three (3) additional pairs)
- Seven (7) pairs of underwear, (you may purchase three (3) additional pairs)
- *Women only* – one (1) bra, (three (3) additional may be purchased)

If you have more than the listed amount of any item in your property or possession, you will be infracted. Extra items will be taken from you and disposed of.

Gray storage bins are provided for your use. All jail-issued property and jail-authorized personal property must fit within the gray bin and be kept inside your cell. All linens must be kept inside your cell. You may take one towel and an extra uniform to the showers.

DAJD is not responsible for loss or damage of personal property kept by you in your cell. This includes your commissary. Claims about loss or theft of your commissary will not be accepted.

Authorized Personal Property

1. Medication, medical devices, prostheses, dentures, and hearing aids are allowed **after** medical staff have approved them. Disability-related items such as cane, prosthesis, wheelchair, etc., are allowed but will be evaluated for safety. Your housing will be determined according to your specific disability need.
2. Prescription eyeglasses and non-prescription reading glasses. The jail does not provide eye exams. If you need prescription eyeglasses, your family or friends can bring them to the jail for you. You may send a **WHITE** KITE to Programs for jail-provided reading glasses. Personal addresses, phone numbers, documents, and personal mail. A reasonable number of letters, legal papers and other documents are permitted. All must be kept within the gray bin.
3. Paper, golf pencil and approved envelopes for correspondence.
4. No more than five (5) books and two (2) magazines or newspapers issued by the jail or mailed to you by a publisher or bookstore. The five (5) book limit includes personal books you have purchased, Recreations Reading books and law books. All books must be softbound. Do not abuse recreational reading books. You must return them to the program when you are finished reading them. When you are finished with a purchased book, you may ask to send it to your property. Once put on your property, it will not be returned to you until you are released. You may also donate your books to the recreational reading program.

Magazines and newspapers must be discarded after reading and before receiving the next issue.

5. Commissary items.
6. You may have up to twenty-five (25) photographs in your possession. Photographs must be stored in your personal property bin. If not kept in an orderly manner, this privilege may be revoked. Any photographs over 25 must be placed in your property room storage bag. Once photographs have been placed in your property storage bag, they will not be returned until you are released from custody.
7. If you are transferred here from another jail or prison, you may keep your legal material after it is examined for contraband. All other personal property brought from another correctional institution will be taken from you and placed in the property room until you are released
8. **Pro se residents only.** Items in addition to numbers 1-6 above may be authorized in the cell on a case-by-case basis. You are allowed a total of five (5) books. Example; If you have three personal books, you may only have two law books. No mare than (4) boxes of legal materials are allowed in your cell. An additional four (4) boxes of legal materials can be stored in the property room (for a total of 8 boxes). You may only have four boxes in your cell at one time. Extras will be stored in the property room. Boxes of legal materials can be exchanged between the cell and property room box for box.

Daily Schedule

General Housing

A wake-up announcement is made every morning by the housing officer. You are responsible for getting up, being fully dressed, and cleaning your cell area before breakfast, **even if you do not want to eat breakfast**.

Your unit will not be allowed programs, TV or phone use until the entire unit is clean. You are required to help clean the dayroom after each meal.

Inspections

Officers inspect your area for cleanliness and maintenance needs. If your housing area is not clean, privileges may be taken away from you. Inspections will happen daily, weekly, and monthly. Be prepared. Keep your area clean and organized at all times.

Racking

This is when housing cell doors are opened to the dayroom. After meals, you will be required to return to your cell during dayroom clean up. All meals may be served in your cell. Once the unit returns to normal operation, you will be given five minutes to decide whether to remain in your cell or go to the day room. If you remain in your cell, you must stay there until the next rack time.

Activity schedules are posted in your housing area. The officer will announce other times when you are allowed out of your cell into the dayroom or when you can return to your cell. You will be directed to go to your cell or bunk in the evening. No noise is allowed after lights out.

Callouts

This is when an officer calls your name over the intercom. When your name is called, you must go to the door, answer the officer's questions, and follow directions.

Movement within the Facility

When you leave your housing unit, the only items allowed in your possession are:

- *Court Appearances* - You may take your legal materials and KOP prescription medications to court. You may not take pencils, books or other materials to court. Exception to this is pro se residents. Pro se residents may take one box of legal materials which include pencil, paper, books, and other court-related documents if all items can be stored within the one box limit when going to court.

- *Clinic Appointments* - You may take your KOP prescription medication in their containers.
- *Housing Transfer or Release* - You may take all your authorized personal property. **Leave all other items in your cell.**

You are required to follow these rules during movement:

- No talking (remain quiet).
- Always walk close to the wall on your right side. At MRJC, be careful of doors opening in front of you.
- Keep your hands positioned as directed.
- When directed by the transport officer, go immediately and directly to your destination.

You may not move within the jail without an officer or authorization. Any unescorted movement must be directed by staff and will be observed at all times.

Transfer to an Outside Facility
You will never be informed of the date, time, or location of any transport, even a medical transport to an outside location before your actual transfer. All residents who are being transported by DAJD, as well as residents who have been temporarily released to other law enforcement agencies, must follow all DAJD rules. Any DAJD rule violation may result in discipline.

Laundry and Linen Exchange
Your housing unit will have laundry and linen (uniforms, blankets and towels) exchanged each week. The laundry room will not wash your commissary purchased items. If you put them in the linen container, they will not be returned to you.

You are required to put your dirty uniform items into the dirty-linen bin.
Do not keep dirty linen or uniforms in your cell.

Haircuts
Schedules are posted in your housing unit. Electric clippers are cleaned and disinfected between each use. If you have an upcoming trial, plan your haircut in advance of your trial. Speak with your unit officer to see if arrangements can be made for a haircut outside your normal schedule.

Court Information

You are required to go to court**Error! Bookmark not defined.** when directed by staff, even if your attorney said you did not have to go. If you do not go to court, you may be infracted for refusing a lawful order.

If you have criminal charges from other cities that will not accept collect calls, you should write to those courts immediately to let them know that you are in custody here.

If you need an interpreter for court, the court will provide one. Let your attorney know.

Legal Representation - Criminal Defense Attorney
All residents who are charged with a crime are entitled to hire legal counsel. If you cannot afford an attorney, one may be appointed to you from King County Department of the Public Defense (DPD).

You may place a free call to DPD to see if you are eligible for their services **(0-206-296-7662)**. The attorney representing you is allowed to visit you at any time while you are in jail.

Civil Cases
If you need an attorney for a civil case, there are legal services and lawyer-referral programs available. Columbia Legal Services' Institutions Project handles certain civil matters, including family law. They can be reached by calling **206-382-3399**. They accept collect calls and will have a brief phone interview to determine if and how they can help you.

Family Law Cases
If you have a family law hearing scheduled while you are in jail, call the court and tell them you are in DAJD custody. Be prepared to give them your **full name, case number and date of your hearing.**

King County Courthouse - **Seattle 206-477-1523** *MRJC Courthouse* - **Kent 206-205-2550**

If you wish to do any research on your case, s*amples* of family law forms are accessible on the legal workstation, see “Legal Resources.” Do not call the court for assistance. Court employees and jail staff are

strictly prohibited from giving legal advice.

Criminal and Civil Attorneys

The King County Bar Association has a lawyer referral service for civil cases as well as private-pay criminal cases and can be reached by writing to: King County Bar Association, *1200 Fifth Ave., Suite 600, Seattle, WA 98101*, ATTN: Lawyer Referral, **or by calling 206-267-7100**. You must submit your detailed request in writing. They do not provide pro bono (free) attorney services or accept collect phone calls.

Immigration

If you have immigration law issues, you can contact the Northwest Immigrant Rights Project located *at 615 Second Ave., Suite 400, Seattle, WA 98104* **or by calling 206-587-4009**. They accept collect calls and their phone recording lists the times they are available to take other types of calls.

- **You are not required to answer questions about your citizenship status or place of birth.**
- King County will not comply with ICE (Immigration and Customs Enforcement) Detainers or Administrative Warrants unless they are accompanied by a criminal warrant issued by a U.S. District Court Judge or Magistrate. You will be given a copy of any detainer/warrant issued by ICE if you are still in DAJD custody.

Community Placement Holds

If you are booked on a Community Placement Hold you will not have a court hearing. You will have a Department of Corrections (DOC) hearing at a DAJD or DOC facility. The average wait for a hearing is about 10-20 working days if you have no other holds. DOC is separate from DAJD's Community Corrections Division (CCD). DAJD has no control over DOC.

Probation Violations - Superior Court

If you are booked on a Superior Court probation violation, you will have your hearing on the Sentencing (SRA) calendar on a Friday afternoon. The average wait for a hearing is 5-12 days.

If your original charge is for domestic violence or a sex offense, or if your DOC Officer requests it, you will not have a hearing on the SRA calendar; you will go back before your sentencing judge. The judge will decide when this will take place. If you want an attorney for this hearing, refer to the Legal Representation section on the previous page for further information.

Drug Court

This is a voluntary program for adults charged with certain eligible felony property crimes and other drug-related felonies. Drug Court eligibility criteria is published online at: KingCounty.gov, select Drug Court. Ask your attorney if you are interested in transferring your case to Drug Court.

If your case is accepted for transfer into Drug Court, you will have an opportunity to try out the program (including full access to treatment and other resources) before deciding if you want to join Drug Court or take your case to mainstream court instead. Most people who enroll in Drug Court successfully graduate (which means the felony charges that brought them into Drug Court are dismissed).

Drug Court provides free substance use disorder treatment (outpatient and inpatient), medications (such as methadone and suboxone), transitional housing, transportation, cell phones, case management, peer support, employment assistance, and more. Drug Court is a minimum 10-month program with a daily structure and accountability to help participants stay on track.

Thousands of individuals have graduated from Drug Court over the years. The program is designed to help participants stop using drugs and alcohol, stop committing crimes caused by addiction, obtain housing and employment, and develop a strong support network in the community.

If you are interested in participating in Drug Court, let your Defense Attorney know. Drug Court participants can't appear pro se – an attorney is required. If you have not been appointed a public defender and would like to screen for one, call 206-477-9727.If you were previously allowed by Superior Court to proceed as *pro se*, you will need to directly petition the court to reappoint counsel, not the Department of Public Defense. If you have not yet been assigned an attorney and would like to alert Drug Court that you are interested in the program, you or a friend can contact Drug Court Services at 206-477-0788.

Attorney Visits and Court Appearances

You have the right to have your attorney visit you in jail. An officer will take you to all court appearances while you are in custody. If you have court scheduled for criminal charges *in addition to* those you are being held on, send a letter to let them know you are in DAJD custody. Officers do not know details of your court schedule.

Trial Clothes
Trial clothes are only accepted for jury trials. You may have two (2) sets of trial clothes placed on your property. If you need more, a court order is required. During your trial, you may exchange both sets for two (2) sets of trial clothing one time per week. Clothing may be accepted into your property without exchange if you were booked into jail without appropriate clothing. Trial clothes will be held in property until your trial or release. You will not wear your trial clothes for sentencing, for non-trial hearings or where there is no jury present.

Items allowed:
- **Pants**
- **Blazers**
- **Shoes**
- **Shirts**
- **Suit Jackets**
- **Sweaters**

Items NOT allowed:
- **Belts**
- **Socks**
- **Scarves**
- **Ties**
- **Undergarments**

Pro Se

You are "pro se" when you act as your own attorney. Only a judge can allow you to be pro se. DAJD provides limited supplies and services to residents who are allowed by the court to be pro se. You can only be pro se for: Criminal cases and/or civil cases involving conditions of confinement, civil rights complaints, habeas corpus petitions, or personal restraint petitions (PRP).

In a criminal case, the judge will issue a court order permitting you to act as your own attorney (or *pro se)*. YOU must use a **WHITE** KITE to send a copy of the court order to Resident Management Services.

In a civil case, the court will notify you that you are allowed to file and serve your complaint and a case number will be assigned to your case. You will need to send a **WHITE** KITE to Resident Management Services with that cause/case number to be added to the pro se list.

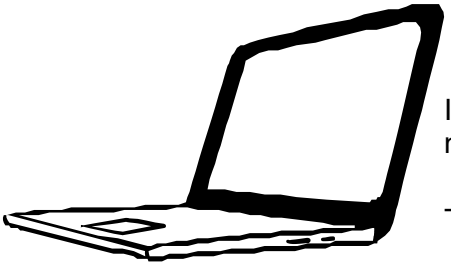
Send a **WHITE** KITE to Resident Management Services with a copy of the court order or other documentation of your pro se status. Your pro se status is verified for each case applied for and EACH time you are booked. Once the above criteria are confirmed, you will be issued a one-time provision of supplies and information packet free of charge, no matter how many cases, criminal and civil, you are working on. If more supplies are needed, it will be at your expense or refer to the instructions from the Department of Public Defense in the Criminal Pro Se Information Packet given to you with your initial free packet of supplies. This reference guide has many how-to instructions that may be useful to your case. Civil pro se residents will pay for costs of all additional supplies even if you are indigent and the court approved the case to be filed in forma pauperis.

You are entitled to reasonable access to the court as defined by statute and by case law. If you have documents to serve on DAJD's lawyer, mail them via U.S. mail to the Attorney for DAJD, King County Prosecuting Attorney's Office, Civil Division, 516 Third Avenue, Room W400, Seattle, WA 98104.

Pro se residents do NOT have more rights than other residents regarding being in jail. Pro se status has no impact on your housing assignment, security level or custody status. You will be held to the same standards and rules regarding safety and security as any other resident incarcerated in King County jails.

Legal Resources

Legal Research Workstation
Available to approved Pro se residents only. A legal research database is provided by DAJD on computer workstations located in semi-private areas for legal research. The legal workstation provides resources such as case law (court decisions), statutes, court rules and forms. The workstation does NOT have email or internet access and does NOT have any information or documents from your personal pending case. Conditions of use and basic instructions are located at the workstation.



If an operations emergency interrupts a non-pro workstation session, it will not qualify for a make-up session.

The unit officer overseeing the workstation will document all time in and out

of the workstation. Refusal or no-shows in attending a workstation session will also be documented. Hardcover legal books are allowed to be used at the workstation. The jail does not have or provide ANY legal books. If you damage or otherwise misuse the workstation, you will be faced with disciplinary action and loss of privileges to use the workstation, possibly permanently.

Legal Forms
The jail does not provide legal forms. If you need civil rights complaints or motions for habeas corpus actions, you may write the court for the correct form(s).

King, Snohomish, Skagit, Whatcom, or Island Counties:
Clerk, U.S. District Court, 700 Stewart Street, Suite 2310, Seattle, WA 98101-1271

Any other county in the Western District of Washington:
Clerk, U.S. District Court, 1717 Pacific Avenue, Room 3100, Tacoma, WA 98402

Court Forms for many actions are available through the Superior Court Clerk's Office. You can contact the Clerk's Office at the King County Courthouse in Seattle, 516 Third Avenue, Rm E-609, Seattle, WA 98104, and at the Maleng Regional Justice Center Clerk's Office in Kent, 401 Fourth Avenue N, Rm 2C, Kent, WA 98032. By phone, contact Superior Court Clerk's Office General Information at 206-296-9300.

Washington LawHelp - a self-help service contains many resources covering your legal rights, self-help forms and packets, videos and more. Your family and friends can access the website at WashingtonLawHelp.org.

King County Tort Claim Forms may be requested on a **WHITE** KITE sent to Records.

Limited Power of Attorney forms may be requested on a **GREEN** KITE sent to Classification.

Notary Service
Send your request on a **GREEN** KITE to Classification and a notary will come see you. The fee for notary services is $5. The document you need notarized must be completed (but do not sign it) before you request services. DAJD staff cannot and will not provide legal guidance or advice about the document being notarized. The notary only oversees your signature of the document. Notary service is not provided for standard court documents where notarization is not required, except for certain family law court documents. If you need a Limited Power of Attorney form, send a **GREEN** KITE to Classification and they will provide you with one.

You do not need notarized documents for the King County Superior Court, Washington Court of Appeals, or the (federal) U.S. District Court.

Copying / Printing
DAJD does not provide any type of copying or printing services. This includes pro se residents. You may request copying services from your own attorney or standby counsel if you have one appointed to you. DAJD has no control or opinion over this matter and will not intervene or assist in changing your lawyer's decision on this or any other matter. The courts will accept handwritten documents from incarcerated residents.

Public Records Requests
Copies of your records, your booking/charge history or jail policies, should be sent in writing to:

For your **RESIDENT Records**
DAJD – Records Request
500 5th Avenue
Seattle, WA 98104

For your **MEDICAL Records**
Compliance Office - Public Health Seattle & King County
401 5th Avenue, Suite 900
Seattle, WA 98104

Release Types

Personal Recognizance (PR) Release
You may be eligible for a PR interview by a Personal Recognizance Investigator. Eligibility is based on charge(s), court information and arresting agency or warrant. The Personal Recognizance Investigator decides if you are eligible. If you are eligible, you will be called for an interview. You may not request an interview.

PR interview information might be used for an immediate release decision or may be used later by the court at the first appearance or bond hearing when making release or bail determinations. Information collected during

your interview will also be used by the court when making decisions about assigning counsel, assessing jail programs and ordering other alternatives, such as CCD (Community Corrections Division). It is important that you provide as much information as possible if you are called for a PR interview.

Bail / Bond

The court sets a dollar amount that can be paid to be release you from jail with a promise to return for your pending court dates. Local bail bond agencies licensed under state law and authorized by King County Superior Court may post bail or bond from anywhere in the United States. For information on posting bail or bond for your release, contact any of the bail bond agencies displayed in your housing unit. These agencies will discuss options with you to help in making the best decision.

Bail bond agencies are separate from DAJD. They offer many options for payment in posting your bail, including cash, wire transfer, credit card, personal check, payment plan and signature bail upon approval.

If someone is posting bail for you with a money order or cashier's check, the jail will verify the check with the bank before posting the money to your account. This process may take several days. Approval of the check(s) is required by DAJD policy and applies to all money being credited to your account, whether for bail or commissary. The jails are **closed to the public**, including bail bond agencies, from **10:30 p.m. until 6:30 a.m.**

Temporary Release (TR)

A TR is required to attend a funeral or other family emergency, meaning that you are temporarily released from custody. DAJD will not transport you to any such event. To get a TR, you must get an "Order of Temporary Release," which requires a judge's authorization on each charge on which you currently are being held. Contact your attorney if you need a TR.

Jail Sentence and Release

After you have completed your sentence with King County, you will be released from jail if you have no other pending charges or holds. After DAJD receives a release order from court, it may take 4 to 6 hours to process your release. Be patient.

Department of Corrections (DOC) / Prison

If you are convicted of a felony and sentenced to over one year of incarceration, you will be transferred to a DOC facility. You will learn about DOC procedures from DOC staff. DOC does not allow you to take your personal property with you to DOC. If you are being transferred to DOC, you are only allowed to take DOC-approved legal documents, one address book, one pair of prescription glasses and one ring (wedding band, no stones). DAJD does not have any control over DOC decisions about which or how many legal documents will be transferred from DAJD to prison with you.

Before going to prison, you will complete a Disposition of Property in Storage form. This form will allow you to name someone to pick up your personal property that DOC will not transport with you. ***It is your responsibility to notify the person you choose to pick up your property. They will need to bring ID.***

Your property will be held for 30 days from the date of your signed Disposition of Property in Storage form. ***After 30 days, we will donate or destroy the property not picked up.***

Good Time Credit ("Earned Early Release")

Your good behavior may earn you up to ten (10) days per month of early release credit or earned early release time subtracted from your sentence. Under the law, you start out with the presumption that you will not lose any of your good time. Only DAJD may determine the amount of good time deducted, if any, for the time you spent in DAJD custody. You can lose good time credit by breaking jail rules or by having disciplinary actions taken against you. Your release date will start out automatically including good-time credit and will then be adjusted in the event you lose any of it.

Do not send a KITE on this subject unless you believe that you are being held beyond your proper release date. Good-time credit is calculated just before your release or transfer because there are many factors that can change the calculation on any given day. Once it has been certified, good-time credit will not be recalculated.

Medical Services

Jail Health Services is part of Public Health – Seattle & King County. You may ask for medical, mental health/psychiatric, dental, and release planning services from Jail Health staff via **MEDICAL** KITE, or during daily Triage/Sick Call.

If you have an emergency or are in severe or sudden pain, tell a DAJD or Jail Health staff member right away.

If your concern is not an emergency, fill out a **MEDICAL** KITE and:

- At **KCCF**, hand your **MEDICAL** KITE to the nurse during sick call ("triage").
- At **MRJC**, put your **MEDICAL** KITE into the **MEDICAL** KITE box. If you are in Restrictive Housing, hand your KITE to the nurse during sick call ("triage").

During daily sick call, if you are sick or have another health concern, the nurse will see you. If necessary, the nurse will refer you to other health care providers. If an outside appointment is needed, it will be scheduled. Depending on how serious your issue is and the schedule of the outside provider, it may not occur right away. Jail Health has no control over an outside provider's appointment scheduling.

You can prevent communicable diseases by practicing good hygiene. Do not share eating utensils, combs, or clothing. Cover your mouth and nose when you cough or sneeze. **Wash your hands often**. Tell the nurse if you have a cough that lasts more than a week, or fever, sweating, fatigue, or any other signs of illness that last more than a day.

Pregnancy

If you are pregnant or think you may be pregnant, let Jail Health know right away by filling out and turning in a **MEDICAL** KITE. Pregnant residents have certain rights. These are posted in housing areas and in the clinic. Pregnancy care, including terminations, adoptions, and OB care, are available through Jail Health. Pregnancy care includes ultrasound, labs, vitamins, and regular clinic visits.

Clinic Appointments

Clinic appointments can be scheduled:

- At booking – if the nurse believes that a medical provider needs to see you for a health concern.
- During triage – if the nurse believes that a medical provider needs to see you for a health concern.
- When a provider has seen you and schedules you for a follow-up appointment.

When you are called for a clinic appointment, it is important that you follow directions to be escorted to and from the clinic. You are being called to clinic because of a health concern reported by you or a doctor or nurse. If you refuse a clinic appointment, you may have to wait longer to address your health need. You may have to fill out a **MEDICAL** KITE and report your concerns at triage again.

Dental Services

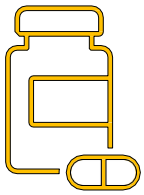
Services are provided for the most urgent concerns only. Submit a **MEDICAL** KITE if you have a serious dental need. Appointments will be scheduled depending on how serious the dental problem is.

Oral care is important. Take care of your teeth and gums. Brush your teeth at least twice a day with toothpaste. The main purpose of brushing is to remove food and plaque, a clear film that sticks to teeth. Continue to brush regularly, floss, and visit the dentist in the community after your release.

Medications

Medications

All medications you brought in with you will be stored with your property. You will not have access to these items while you are in jail. Prescription medications will be verified by Jail Health. Depending on the agency who prescribed the medication to you, this may take a few days to more than a week. A Jail Health provider must determine that the prescriptions are medically necessary. After this happens, Jail Health will provide your new medication to you in a Jail Health container. If you take important or time-sensitive medications, tell the nurse during triage or a sick call visit.



Medications must be checked and prescribed by Jail Health staff to get them while you are in jail. If they are prescribed by Jail Health staff, they will be packaged in Jail Health packaging**. Note:** If you had medications with you when you were booked into jail, the packaging may be useful to Jail Health. You will not be able to keep or take them. They will be put into your property and new prescriptions *may* be given to you.

Nurses will come around to each jail housing unit during med pass and give you your prescribed medications. You **must** wear your ID wristband when the nurses come for Med Pass so you can be identified. If you are not wearing your wristband, you will only be given your meds once your identity can be verified by an officer. If you do not have your wristband on at Med Pass a second time, you will not be given your medication. The nurse will document the event and DAJD will decide whether to infract you again. If you have lost your ID wristband, ask the officer on duty for a new one.

Some residents are allowed to keep medications with them. These are known as Keep on Person (KOP) medications. KOP medications have specific labels, MUST be stored in their original containers, and MUST be taken as instructed.

Only take medications that have been prescribed for you by Jail Health. Do not trade, give away or sell any of your medications. *Hoarding or trading medication is forbidden. If you hoard or trade your medications, you will be disciplined and no longer be able to keep your medications.*

Medications you may already be taking.

Jail Health tries to have all approved medications started within 24 hours of booking. There are some factors that may affect this:

- Jail Health must verify with a pharmacy or provider any medication you are taking before they can give you the medication. Depending on the agency, this may take as long as one week. The prescription must not be more than 45 days old and the dosage and/or type of medication must be within the Jail Health Prescribing Guidelines. Once this has been verified, the Provider may restart the medication. You will then be scheduled for follow-up with a medical provider.
- If your medication has been verified but the dosage is not in the normal range or does not comply with Jail Health practice guidelines the dosage may be lowered, or the medications may be restarted selectively to assure that Jail Health practice standards are maintained.
- If your medication cannot be verified by a provider or pharmacy, or you have not taken the medication in the 45 days before booking and are not getting services out in the community, the medication request will not be authorized. Patients will be scheduled for a face-to-face meeting with a medical provider.

Medications prescribed during your time in jail.

- All medications can cause unwanted effects. If you experience side effects, especially a new problem, let a nurse or Medical / Psychiatric Provider know right away.
- You may not feel better with the first medicine you try and may need to try several medicines to find the one that works best for you. Sometimes a medicine helps for a while, but then symptoms return. It is important for you to carefully follow the provider's directions for taking the medicine at the right dose and for a long enough period (often 4 to 6 weeks) for it to work.

- It is your responsibility to attend your clinic visit and let your medical provider know if you think the medication is working, as well as if you are having side effects.

Medications to property

- If you have been prescribed a medication while in jail, Jail Health Services will provide up to seven days of medication to property as requested by you, a Jail Health provider, or an outside agency. You might be released before your medications have been put into your property or a prescription has been called in. Jail Health Services will not provide medications to you once you have been released from jail.
- If your care is associated with a particular court, outpatient mental health, or an inpatient drug treatment program, Jail Health Services may provide a prescription, upon their request, for a 30-day supply to a pharmacy for you to pick up after you are released.
- Jail Health pharmacy typically needs 1-3 business days to supply seven days' worth of medications to property, and at least 3-5 business days for a 30-day prescription to be called into an outside pharmacy.

Drug and Alcohol Treatment

Medication-Assisted Treatment (MAT)

Medication-Assisted Treatment (MAT) is the use of medication combined with counseling and behavioral therapies for the treatment of substance use disorders. For example, medications like methadone or buprenorphine are used to treat opioid use disorder. Medications can help reduce illicit opioid use and cut the risk of dying by overdose in half. Ask a nurse as soon as possible about the specific MAT services that are available. If you are currently enrolled with a MAT community provider, be sure to share that information with the nurse, including the name of the provider and the last date/time you received your medication.

Recovery from substance use disorders is possible.

Substance use disorders are long-term medical conditions that come back if not treated properly. People with substance use disorders have brain changes that affect their thinking and relationships. Medication and counseling can help a person manage their cravings and start taking care of other things in their life. People can be on medications and in recovery at the same time. Fill out a **MEDICAL** KITE if you think you have a substance use disorder.

MRSA Prevention Education

Skin Infection, Spider Bite or Antibiotic Resistant Staph?

Staph is a common germ that is found on the skin of many people. When a person's skin is injured from cuts, scrapes, or punctures from IV drug use, Staph germs can get into the wound and cause an infection. This skin infection can look like a boil, ingrown hair, pimple, or spider bite. The area may become red, hot, swollen, and sore, and may drain pus.

How does Staph spread from person to person?

- Staph germs can spread from an infected person's skin or wound to another person during skin-to-skin contact.
- Staph germs can be spread from contact with pus or drainage from an infection. The pus from a skin infection is very infectious.
- Staph germs can live on an object or surface and are spread when that object or surface is touched or shared. Bandages that are used to cover infections are especially dangerous.

How do I keep from getting skin infections?

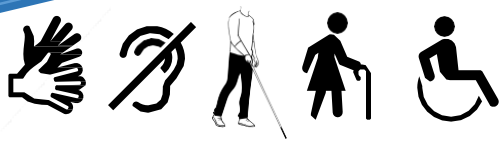
- Keep your body clean. Shower every day with soap & water. Ask the officer if you need more soap.
- Do not share personal items like razors, soap, towels, blankets, deodorant, uniforms, or underwear.
- Keep cuts or sores covered until healed. Do not let others touch your skin or bandages.
- Wash hands with soap and water before eating, after using the toilet and after sports.
- Avoid getting cuts and breaks in your skin.

What should I do if I think I have a skin infection?
If you have a boil, pimple, spider bite, ingrown hair or area on your skin that is red, warm, swollen, painful or has pus, you may have an infection. **Do not treat it yourself. Do not poke, squeeze, or pick at the area and do not let anyone but a health care provider touch the area.**

- Fill out a **MEDICAL** KITE to see the nurse right away. Early treatment can keep the infection from spreading or getting worse.
- If the infection is draining pus, tell an officer.

I was told I have an antibiotic resistant Staph infection or MRSA. What does this mean?
MRSA is a Staph germ that is resistant to certain antibiotics. MRSA infections can be treated with antibiotics to kill the germ. Keep your wound covered with a bandage. Contact with the pus from the wound or the bandages can give others the infection. If your infection is getting worse or spreading after you have been treated or if the bandage comes off or starts to leak, let the nurse or officer know right away. If your uniform, sheets, towel, or blanket becomes soiled with pus from the wound, tell the officer so you can get a change of clothes or bedroll.

Disabilities
If you have a disability and need accommodation, you must notify both classification and Jail Health. Do this by completing **both** a **MEDICAL** KITE and a **GREEN** KITE. If you have an emergency, **notify your housing unit officer immediately**. If it is not an emergency, fill out a **MEDICAL** KITE.



Disabilities

Per Title II of the Americans with Disabilities Act of 1990 ("ADA") the Department of Adult and Juvenile Detention will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

Effective Communications: The Department will generally, upon request, provide appropriate aids and services leading to effective communication for qualified individuals with disabilities so they can participate equally in the Department's programs, services, and activities. This may include providing qualified sign language interpreters, documents in Braille or alternative format, and other ways of making information and communications accessible to individuals who have speech, hearing or vision impairments.

Modifications to policies and procedures: The Department will make reasonable modifications to policies and procedures to ensure that individuals with disabilities have an equal opportunity to enjoy all its programs, services, and activities.

Release Planning Program
Release Planning provides services to people in jail who have priority condition(s) & need services coordinated when they are released from custody. Priority conditions include but are not limited to the following:

- Substance Use Disorder
- Emergent/chronic medical concerns
- HIV-positive status
- Frail or vulnerable populations
- Mental health issues (chronic/acute)
- Developmental disabilities/TBI

Release Planning helps residents with health needs find health care and other community services that can help them stay healthy once they are released. Once a release date is set, the release planner and resident work together on a plan for a successful discharge. This might include applying for benefits, setting up health

care appointments, arranging nursing care, coordinating mental health and substance use treatment, and other kinds of social services. The goal is for a resident to get these needed services as soon as they are released.

If you are going to be released soon and want to work on a plan like this, send a RELEASE PLANNING KITE and tell the Release Planning what you need. You will be put on a waitlist to be seen, as space becomes available.

Mental Health Services

Jail Health Psychiatric Services provides mental health services for patients in King County Jails.

What you can expect
Patients at both the King County Correctional Facility (KCCF) and the Maleng Regional Justice Center (MRJC) will have access to mental health services through:

1. Screening - All patients will get a mental health screening by Jail Health nursing staff.
2. Self-Referral - Patients may ask for mental health services by:
   a. Turning in a **MEDICAL** KITE to nursing staff during triage.
   b. Telling Jail Health or DAJD staff that you are having mental health symptoms.
3. Employee Referral - Urgent referrals may be made by asking Jail Health or DAJD staff.

Mental Health Services- Housing Locations:

Non-Psychiatric Housing
General Population (GP) Clinic (Available at both KCCF and MRJC) – Individual meetings with Psychiatric Evaluation Specialist (PES) staff are provided to patients with mild to moderate symptoms of serious mental illness. Services will be prioritized based on acuity level/medical necessity and functional impairment, with the most acute/impaired being given the highest priority.

Crisis Intervention Services: PES staff provide one-time individual meetings with patients when Jail Health staff determine that a single intervention will meet the patient's mental health needs. PES staff determines the type of treatment to be offered based on professional experience, clinical opinion, and judgment of the situation.

GP Psychotherapy Groups – Group psychotherapy is conducted at MRJC. Groups utilize evidence-based formats and structure around a variety of topics that may include the following: posttraumatic stress disorder (PTSD), adaptation to the jail environment, the role of substance use in comorbid illness, finding psychological wellness, and meditation.

Psychiatric Housing (Only at KCCF. There is no psychiatric housing at MRJC.)
Patients who need more intensive mental health services are transferred into psychiatric housing at KCCF. This housing is determined by Jail Health staff and is based on a patient's mental health needs and level of functional impairment. Locations are as follows:

- ***Red Psychiatric Housing*** - For patients at serious risk of self-harm and/or suicide in the immediate future. Patients will be monitored and stabilized, with the goal of safely transferring them to other housing locations.
- ***Yellow Psychiatric Housing -*** For patients who have acute symptoms of a serious mental illness and who show severe functional impairment. Patients will be assessed, treated, and stabilized, with the goal of moving the patient to other housing locations. For both men and women, Yellow Psychiatric Housing is in single cell, rack-back units.
- ***Green Psychiatric Housing -*** For patients who are more stable but have on-going symptoms of serious mental illness and some functional impairment. Patients will be assessed, treated, and stabilized, with the goal of moving the patient to a less restrictive setting. Some treatment may be provided in a group format.

  For men, Green Psychiatric Housing is in a group, dorm setting.

  For women, Green Psychiatric Housing is in a single cell, rack-back unit.

Psychiatric Provider Services

Psychiatric Clinic is available in both general population and restrictive housing locations at both KCCF and MRJC. Medication management and support are the main services provided. Patients are seen according to the Psychiatric Provider guidelines. Follow-up varies based on patient need, occurs as necessary and according to what is recommended in a patient's treatment plan.

Tele-psychiatry services may be provided for patients housed at MRJC. These services take place in the MRJC clinic.

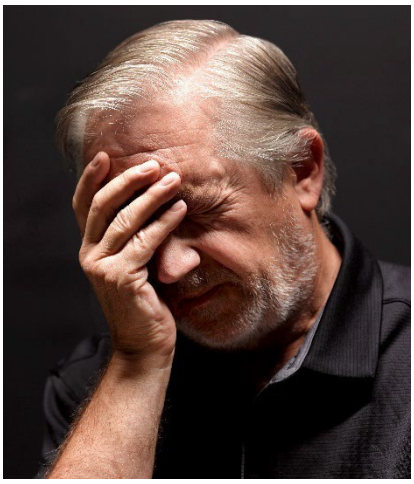
Competency Evaluation/Restoration

Jail Health Services is not involved in your legal case or any competency evaluation/restoration process. If you are interested in this, talk to your attorney. Competency evaluation/restoration is handled by the Washington State Department of Social and Health Services (DSHS), a separate entity from King County Public Health, Jail Health Services.

Regional Mental Health/Veteran's Courts and Seattle Municipal Mental Health Court

Jail Health Services staff do not refer patients to the Specialized Courts. If you have questions about the Specialized Courts and/or would like to be screened for admittance, contact your attorney.

Questions you might have about your mental health while you are in jail.



Why do I feel sad and worried?
Many people feel sad or worried when they are in jail. You may have a lot of strong feelings while you are in jail. If you feel you are losing control of your behavior due to strong feelings, tell your housing officer that you need to see Jail Health staff.

Why can't I sleep at night?
Jail is upsetting for many people. You might feel stressed about being in jail. These feelings can get in the way of a good night's sleep. After a while, you may get used to sleeping in jail. If you take naps during the day, you might not be tired enough to sleep at night, so it may help if you do not sleep during the day. Jail Health staff do not give out sleep medication.

Why didn't I get my medication?
You may have been taking mental health medication either just before you came to jail or the last time you were in jail. This does not mean you will get medication or the same medication in jail this time. If you are having mental illness symptoms fill out a **MEDICAL** KITE. If you were taking medication before you came into the jail, tell us who your doctor is and which pharmacy you use. JHS personnel will verify your medications and decide whether to prescribe you medications.

What should I do if I don't feel right but I don't have a prescription right now?
If you are having symptoms, fill out a **MEDICAL** KITE.

What should I do if my new medication isn't working?
Mental health medication takes time to start working, sometimes weeks or longer. You will have another appointment later to make sure that your new medication works for you.

Why don't I feel right after taking my new medication?
Lots of medicines have side effects but they may to get better after you have been on the medication for a few days. If you have distressing side effects that are not getting better, fill out a **MEDICAL** KITE.

What should I do if I hear voices?
Many people hear voices but not everyone needs to take medication for them. Only people who are not able to function (understand or follow orders, take care of their basic needs) because of voices might need or be helped by medication. If you are experiencing major problems due to voices, fill out a **MEDICAL** KITE and describe your problem as much as you can. If it is an emergency, tell your housing officer.

How can I get a psychiatric evaluation?
Some people have serious mental health symptoms which get in the way of their daily life. If you believe you are having serious symptoms like this, fill out a **MEDICAL** KITE and describe your symptoms as much as you

can. If it's an emergency, tell your housing officer. Jail Health Services do not conduct psychiatric evaluations for purposes relating to your prosecution or defense in your criminal or civil case.

How can I get help with family issues?
Jail Health Services do not provide counseling services. You may fill out a WHITE KITE the chaplain's office to ask for religious or spiritual counseling. The jail has many volunteers who may be of help.

Speak with a chaplain about your faith, a family issue, or any other issue while you are in jail. Send a WHITE KITE to the chaplain's office. Spiritual and emotional matters are not handled by JHS/Mental Health.

Commissary

- Commissary orders are delivered once per week.
- You may buy commissary items if you have money on your books.
- You cannot buy commissary if you have classification or disciplinary sanctions restrictions.
- If you have less than $1.00 on your books, you are considered indigent and are eligible to order items listed in the Indigent section of the form only. You may order the indigent packet and one extra listed item. Your account will show an amount owing for the one extra item. The amount owing will be deducted from your books the next time you have money deposited to your account.
- Your commissary order will be rejected if it is over your resident account balance.
- Delivery will be rejected if you are not wearing your wristband.
- If your order is rejected, you may not reorder until the following week.
- Your behavior and housing location impacts your access to commissary. Refer to the Authorized Cell Items section in this handbook for more information. If you are assigned to Restrictive Housing, you will only be allowed to order the commissary items authorized for that location.
- If your housing unit has a commissary kiosk, you must use it to access your account and order commissary. All other units must use the phones to place a commissary order. Both the kiosks and phones allow you to place orders and check your balance.
  - ► To access your account via the kiosk for the first time, use your BA# as your login password. You must then change your password to protect your personal information. It is important to select a password that you will remember. If you forget your password, you will not be able to access your account until the password is reset.
  - ► To reset your kiosk password, send a **WHITE** KITE to Commissary and write "reset password." This process could take several days. You are responsible for the security of your password. DO NOT share your password with other residents. If you do, you are responsible for any purchases made.

If you have money in your account:
- You may spend up to a total of $50 per week for a commissary order.
- You may order a debit card with your commissary order for use in the vending machines if your housing location has vending machines in them. Debit card costs are included in the $50 commissary limit.
- The cost of the items you order will be deducted from your account.
- Debit cards returned for refunds will only be refunded for amounts able to be read by the master card reader. If your card cannot be read, it will not be refunded.
- If you order from the indigent section and have $1.00 or more in your account, the system will reject your total order and you will receive no commissary items for the week.
- You may order phone time through commissary (Resident Debit Calling Account). The cost associated with purchasing phone time is not included in the $50 weekly commissary spending limit.

If you continuously have $1.00 or less in your account:
- You may choose one indigent packet and one additional item per week from the indigent section on the order form.
- You may not order items other than those listed in the Indigent section. The system will reject your order and you will receive no commissary items for the week.

At the time of delivery, you must show your wristband, verify items received and sign the receipt. Delivery

will be rejected if you are not wearing your wristband and your picture and BA# are not visible.
Send a **WHITE** KITE to Commissary for any problems with your order. You must follow the KITE and GRIEVANCE process for any problems or concerns about your commissary.

Visiting

Attorney / Professional Visiting

Attorneys, law enforcement and other criminal justice personnel are allowed visits with you at almost any time. You may be called to a face-to-face visit with your attorney or other professionals. These visits are prescheduled between DAJD and the professional and may have required a court order. You may also be called to a special window visit at various times.

These are also preapproved and prescheduled visits that are coordinated with DAJD staff and the professional requesting the visit. All other visitors may visit only during your assigned visiting hours. The visiting schedule is posted in your housing area and on the King County DAJD website, www.kingcounty.gov/courts/detention/FAQ.

During face-to-face visits with your attorney and other professional visitors, the visitor can bring a laptop computer, DVD player and/or audio recorder for professional purposes only. This is to allow discovery review, court-ordered testing, taking notes, etc.

Residents are forbidden to use a professional's laptop or other electronic device for any other purpose. This includes, but not limited to, recording video, or taking audio recordings, taking, or viewing non-case-related photos, accessing the internet in any manner, accessing any sort of email, etc. Violation or misuse of video or audio recording equipment will result in immediate confiscation of equipment and may also result in suspended visiting privileges for all King County detention facilities. Photographs of resident injuries after booking may be allowed. Your attorney will need to receive prior approval from DAJD's Shift Commander.

If the visiting policies are violated in any way, both you and the professional visitor may lose visiting privileges. The only exception is for residents requiring access to testing materials provided by the professional visitor at the time of the visit. This request must be made to DAJD by your attorney and/or the professional via a court order or DPD Order on Expert Services at Public Expense before a face-to-face visit will be scheduled.

Family and Friends Visiting

You are responsible for calling or writing your family and friends to tell them about your visitation schedule.

- All public visiting is no-contact.
- Visitors must arrive and check in at least 15 minutes before the end of your scheduled visiting.
- Visiting is granted on a first-come-first-served basis.
- Visits may be denied for a variety of reasons related to safety, security, and unruly behavior.
- Children under the age of 18 can visit during regular visiting hours if they have their parent or legal guardian with them at all times. A legal guardian will be required to show their letter of guardianship from the granting court.
- Be sure you are ready before your scheduled visiting hours. You cannot take anything with you to the visiting booth and you may be searched after the visit.

If you are moved within the jail on your assigned visiting day and miss your scheduled visit, you may receive a courtesy visit at your new location on the same day. Call your visitor ahead of time to let them know of your new housing assignment if you know enough in advance. Tell the housing officer at your new housing location that you have missed your previously scheduled visiting hours.

*DAJD jails are closed to the public, including bail and bond agencies, from 10:30 p.m. to 6:30 a.m.

Video Visiting

Video visiting is an easy way to visit with family or friends. It allows them to visit you without coming in person to the jail. Video visiting is available at both KCCF and MRJC. There is no limit to how many people can be on the call at one time. There is a fee that is charged by Securus Technologies™. This is listed on their website: www.SecurusTech.net.

If you want to use video visiting, tell your family and friends to register on the website and schedule an appointment. Visiting can be done anywhere there is internet access. They can use their smartphone, tablet, or computer with a webcam. Video visitation is open to scheduling and use 7 days a week.

Audio and video are recorded and monitored by jail staff except for legal calls with your attorney. It is against the rules to violate any court order and/or no-contact order(s) by video visiting anyone you have a contact restriction with. Both resident and visitor may be subject to legal charges if a no-contact order is violated.

Any visitor who engages in prohibited conduct may have their video visiting privileges taken away.

The following is prohibited conduct:

- Any display of nudity.
- Behavior or actions that are sexual in nature.
- Use or display of any weapons, drugs/alcohol, or related paraphernalia.
- Activity or display of graphics/paraphernalia associated with any Security Threat Group.
- Unlawful activity or depiction of unlawful activity.
- Recording/filming of the visit or visit participants by the visitor(s) or any third party.
- Visits with people who are not on the approved visiting list.

Mail Services

Regular Mail (non-legal)

All regular mail will be opened and searched for contraband and prohibited content. Regular mail may be read to prevent: 1) criminal activity, and/or 2) receiving/sending material that threatens facility safety or security.

Legal Mail

Legal Mail will be opened in your presence by a jail staff member. Staff will visually scan the mail to confirm the contents meet policy requirements for legal mail and do not contain contraband or any other material that would threaten facility safety or security. If your *outgoing* Legal Mail is believed to contain contraband or prohibited content, it will be opened in front of you by jail staff.

Legal Mail is correspondence either to or from the following:

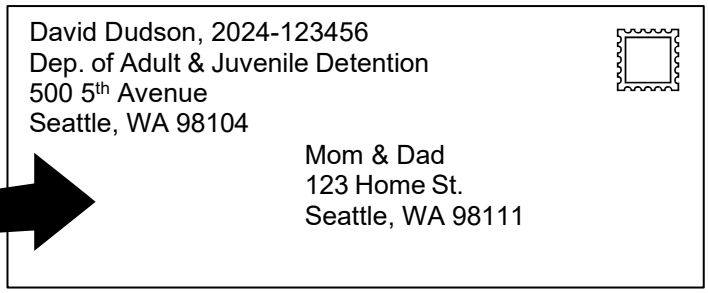
- Your attorney or their designee representing you on the charges you are being held on.
- The opposing attorney or their designee.
- The court or court staff in the jurisdiction you are being tried.
- King County Ombuds Office.
- King County Office and Equity and Social Justice.
- Elected officials.

'Legal Mail' must be written on the front of the envelope for both incoming and outgoing letters. If it is not identified as Legal Mail it will be treated as regular mail. The attorney's name and their law office name must be legible and spelled out. Documents forwarded to you or sent directly to or from family or friends, regardless of content, are not legal mail and will not be treated as legal mail even if you are pro se.

Mail Rules

Outgoing Mail

- Your first name, last name, and BA# must be written on the envelope. Envelopes without your full name and BA# will be thrown away.
- Envelopes must weigh 1 ounce or less. (6 regular size pieces of paper envelope).
- Outgoing envelopes that are overweight will NOT be mailed and will be returned to you.



- Manila envelopes purchased through commissary hold about to 12 pieces of paper.
- Do not draw pictures or write messages on the outside of the envelope.
- Do not mail out another resident's mail using your name or BA#.
- Do not reuse or repurpose envelopes.
- Contraband items will be removed from envelopes before mailing.
- Sending personal letters to any DAJD staff or Jail Health Services staff is prohibited.
- *Mail to other people in custody at DAJD or any other prison or jail is not allowed unless pre-approved*. You must be immediate family members or the parents of the same child to be approved. Immediate family members include spouse, child, mother/father, son/daughter, brother/sister, grandparent. Send a **WHITE** KITE to the mail room to request the authorization form. You must provide the jail with proof of your legal relationship (marriage, birth certificates, court records, etc.). The jail will not search for or locate these items for you.
- If you have money on your books and want to mail a letter, you must purchase and use pre-stamped envelopes from commissary.
- Indigent residents may order an indigent packet from commissary that contains 3 postage-paid, return-addressed envelopes, 3 pencils, and 3 sheets of paper.
- The jail does not provide special delivery services including certified or return receipt.
- Third-party mail (sending or receiving a letter to family or friends asking them to forward a letter to another resident) is considered resident-to-resident correspondence and is not allowed.

Incoming Mail

You are allowed to receive letters:

- ► **Written on white paper.**
- ► **Written in black or blue ink.**
- ► **Mailed in plain white envelopes.**

Greeting cards, colored envelopes and colored paper are not allowed.
Paper or envelopes that have any substance on them will be rejected and returned to sender.

You may receive photographs that meet facility rules.

Photographs containing any of the following are not allowed and will be returned to sender:

- sexually suggestive or explicit images
- obscene images
- nudity or *partial* nudity
- anatomy – exposed or minimally covered breast, genitalia, pubic hair and/or buttocks
- pornography/sex acts
- transparent clothing
- racist or inflammatory material
- images depicting suspected criminal activity.
- gang-related symbols, hand gestures or graphics

All items must come through the U.S. Mail (USPS) and not by any other delivery service. Items arriving any other way, such as, UPS, FedEx, or Amazon delivery, will be denied and returned to sender.

Books and Magazines

You may receive books and magazines if they are sent from a publisher, distributor, or online book seller.

- You may receive newspapers if they come directly from the distributor. ***Items purchased from an online "Marketplace," such as Amazon Marketplace, will be rejected. "Marketplace" sellers do not qualify as online booksellers as the books may be stored and shipped from a personal residence.***
- All magazine subscriptions must be pre-paid and shipped by the distributor.

All books must be paperback. Hardcover books are not allowed.

Urban fiction and *street lit* are prohibited for excessive profanity, graphic sex, and extreme violence.
All books and magazines are reviewed by jail staff and will be rejected if they contain content in violation of facility rules. Magazine articles and advertisement pages containing prohibited content, nudity or perfume and makeup samples will be removed before being delivered to you. You will not receive notice when magazine pages are removed. Books containing these items will be placed in your property for you to receive at release.

*Magazines **NOT** allowed include:*

- American Curves
- Black Belt
- Black Man
- Easy Rider
- FHM (For HIM)
- FLAVA
- High Times
- Hustler
- King
- Low Rider
- Maxim
- OUI
- Ozone
- Penthouse
- Playboy/girl
- Players
- Show
- Skin and Ink
- Smooth
- Sports Illustrated - swimsuit issue
- Stuff
- Ultimate MMA
- XXL

Personal materials or publications that demonstrate or explain the construction of a weapon, advocate or provide instructions for escape or riot or jeopardize the security or safety of others **are strictly prohibited**.

Addresses

All envelopes must have your full name (the name on your wristband) and your 10-digit BA number.

Mailing address for both Seattle and Kent facilities:

P.O. Box 831
Lebanon, MO 65536

Mail received after your release or transfer from DAJD custody is returned to sender.
Mail is not forwarded to non-DAJD facilities.

E-Messaging - Securus

Your family and friends have the option of sending you emessages you can read on your tablet or kiosk. You may also send emessages from your tablet. Have your friends and family set up a prepaid account at www.SecurusTech.net. Securus charges a fee to use this service. The emessages are sent through the jail's mail room for approval by mail staff. Once approved, the message will be forwarded to your tablet, unit kiosk or printed and delivered during the regular mail delivery. You will still need to send your outgoing correspondence through the post office. Securus eMessaging is subject to the same restrictions as all other mail.

Resident Programs

King County offers medical and behavioral health services, religious services, drug and alcohol counseling, recreation, and more. We strive to support personal, educational, and vocational development to help prepare you for a return to the community. Programs are subject to change.

ADA

Health Services

Adults in receive medical and behavioral health treatment through Jail Health Services, a division of Public Health — Seattle & King County.

Release Planning

is available for people who need to connect with behavioral health or medical services when they leave jail. Send a **Release Planning KITE** for these services.

Education

Educational programs for adults at King County jails may include basic education and high school completion, as well as GED preparation and testing.

Alcohol and Substance Abuse Treatment

King County jails support programs designed to help people in jail overcome substance abuse and find treatment.

Programs for Women

King County jails support programs tailored to meet the needs of women in custody. Examples have included a therapy-based creative writing program and recovery programs.

Programs and Services for Veterans

King County jails have historically hosted programs designed to help incarcerated U.S. military veterans with achieving near-term goals and increasing their chances of success upon release.

Recreation

Depending on your security level and housing location, you may be eligible for fresh air (yard-out) recreation. Yard-out schedules are posted in your housing unit or at the Officer's Station. Recreational items such as art, card games, puzzles, movies, and game balls are provided by DAJD but are limited to certain security levels and/or housing locations. These items will be supplied by your housing or activity officer. Recreation supplies may not be the same at both facilities. **Do not send KITEs for recreational supplies, they will not be answered.**

Television

TV sets will be turned on only after the housing unit passes morning inspection. TV will only be on during normal activity time and not during meals and cleanup. TVs will be turned off in the evening. Television is a privilege, not a right, and can be turned off for any security or operational reason. This includes failure to keep housing area clean, too much noise, arguments over TV programming, group disruptions or damage to the TV.

Recreational Reading Program

This is a program provided by the jail. You are allowed to use 1 (one) recreational reading book at a time. Books will be replaced within each housing unit on a scheduled rotation basis. You are responsible for the book while in your possession. If a book is damaged or destroyed while in your possession you may face disciplinary action, including reimbursing the jail for the damage out of your resident account. When you are finished with the book, return it to the book bin or shelf. All books should be handled properly and must be returned in good condition. Law books and legal reference materials are not provided or distributed (see Legal Research section about access to these books).

All Reading Program books are ordered softbound. The only hardcover books you are allowed to buy are legal books not published in softbound.

Incarcerated Veterans Reintegration Services (IVRS)

This program helps all verified military veterans who are currently in custody at DAJD or recently released to King County. This program is designed to help justice-involved veterans connect to services that will support their transition out of incarceration, including connections with the federal Department of Veterans Affairs (VA), the Washington Department of Veterans Affairs and King County's network of veterans' services. IVRS can help in completing VA forms, connecting to VA healthcare, accessing shelter and/or transitional housing programs, and applying for Department of Social and Health Services (DSHS) and VA benefits (which includes permanent housing vouchers and income). Send a **WHITE** KITE to Veterans Services with questions.

Questions about programs in jail?

The information above is not an exhaustive list of programming at King County jails. Programs may change based on providers' availability or jail staffing. To learn about current programs, or to request to enroll in a program, please send a **WHITE** KITE, and circle PROGRAMS.

After Release

The **Department of Community and Human Services (DCHS)** offers programs, services, and resources to help adults returning to the community after leaving detention. These include:

- Veteran services
- Mental and behavioral health
- Substance Abuse
- Housing and homelessness
- Developmental disability support
- Legal aid

DCHS offers **Diversion and Reentry Services** to help people with behavioral health issues avoid jail and hospital visits.

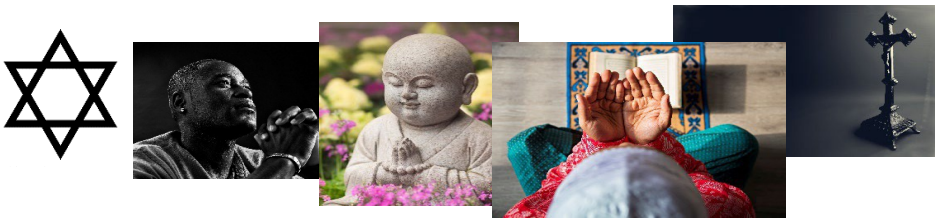
Crisis Connections has more information and resources. Call 1-800-621-4636.

The Emerald City Resource Guide, offered through Real Change, provides an extensive list of other community supports and programs that may benefit people who have been recently released from jail.

Resident programs are available at both facilities. Programs, activity days and times are posted in your housing unit at the officer station. Participation in the resident programs is based on your classification level, housing assignment, good behavior, and the program's criteria. Send a **WHITE** KITE to Programs.

Religious Services

Faith-Based Groups: DAJD supports diverse faith-based programs for incarcerated adults. Volunteers provide religious services, religious-based guidance, spiritual support, prayer, and meditation. Religious reading material in many formats and religions is also available. To request or receive these services, send a WHITE KITE and circle CHAPLAIN.



Religious Head Covering

If you came to jail wearing a religious head covering, it was exchanged for a DAJD approved head covering. Your personal head covering was placed in your property. If your behavior at booking raised concerns that you might hurt yourself or others, you were not given a religious head covering for your own safety.

If your behavior raises concerns that you might hurt yourself or others, the head covering will be taken from you until it is safe for you to have it. Head coverings will be searched in the same way as other clothes you are wearing. If you want a religious head covering, send a **WHITE** KITE to Programs for review.

If you are a female, you will not be asked to remove your head covering in view of any male, including staff. If your head covering is found altered, in the possession of another resident, or used as a weapon or an aid to escape, it will be considered contraband. You will be infracted (disciplined) and it will be taken from you.

Prayer Mats

A prayer mat may be granted to you if you meet the religious requirements. Send a **WHITE** KITE to Programs for consideration.

Voting You Can Vote From Jail!

How do I register to vote and receive my ballot?
To register to vote or update your registration, complete a voter registration, and mail for FREE to King County Elections. Your unopened ballot and voter's pamphlet can be forward to the jail from your home address. Or you can update your mailing address to have it sent directly to the jail. You will need to update your mailing address again after you are released. Your name, date of birth, and address are public information.

To register to vote, you must be:

- A citizen of the United States.
- A legal resident of Washington State.
- At least 18 years old by Election Day.
- Not disqualified from voting due to a court order.
- Not currently serving a sentence (in jail) under the jurisdiction of DOC for Washington felony conviction.
- Not currently incarcerated for a federal or out-of-state felony conviction – If you are unsure, find out by calling DOC at 1-800-430-9674 and ask if you have an open or active case.

Myth Busting

- You do **NOT** lose your right to vote because of a previous or current misdemeanor.
- You do **NOT** lose your right to vote because of a juvenile felony or misdemeanor conviction.
- You do **NOT** need to pay off your Legal Financial Obligations (LFOs) to vote.
- You do **NOT** need a traditional home address to vote.
- You do **NOT** need a certificate of discharge to register to vote.

Where can I find the forms I need?
Send a **WHITE** KITE the mail room for a voter registration form, voter pamphlet, change-of-language form, and information on voting with a felony conviction. Voting information is available in English, Chinese, Korean, Spanish, and Vietnamese. If you do not find what you need there, contact King County Elections.

How do I vote?
Voting is simple! Make your selection by filling in the bubble completely with any writing utensil — pencils and crayons are ok. Unless specifically mentioned on the ballot, you get one choice per contest. If you change your mind, put a horizontal line through both the name and bubble and fill in your new choice. Once you've filled out your ballot, you will refold it, insert it into the security sleeve, and then into the outer envelope. Make sure you sign and date the outer envelope so that your vote can be counted. Return your ballot to the mail room.

How can I get more election-related information?
If your ballot is mailed directly to the jail, a Voter's Pamphlet should come with it that has basic instructions on how to vote, and information on ballot measures and statements from the candidates.

TVW and King County TV will provide video statements from candidates as well. To watch TVW on the television, visit channel 23 or 322. Voter Pamphlet information can be provided in different formats, send a **GREEN** KITE, and write "ADA Coordinator" at the top.

What if I need accommodation or help?
You can contact King County Elections for support or send a **GREEN** KITE to the ADA Coordinator.

Some examples of accommodations are:

- Accessible voting units (AVU): available for those with disabilities.
- Audio voter's pamphlet: an alternative to the written pamphlet with all the same information.

How can I contact King County Elections?

Mailing address:
919 SW Grady Way, Renton, WA 98057

Phone number: 206-296-VOTE (8683)
Toll free: 800-325-6165 (for use outside the

TTY Relay: 711

This handbook is a general guide. If you are in a specialized housing area, the routine is posted. You can also ask the officer to tell you the routine. Send a **WHITE** KITE or ask staff members questions that you may have.

Frequently Contacted Agencies

Department of Public Defense 401 Fifth Avenue, Suite 213 Seattle, WA 98104	**Ombuds Office – King County** **While in jail**, address your envelope with: Ombuds Office CEN-CC-0705 **Out of jail, use this address:** 810 3rd Ave, Suite #705 Seattle WA, 98104
King County Prosecuting Attorney's Office 516 Third Avenue, Room W-554 Seattle, WA 98104	**Washington State Bar Association** 1325 Fourth Avenue, Suite 600 Seattle, WA 98101
Family Law (Court) **King County Courthouse** 516 Third Avenue, # W-382, Seattle, WA 98104 **Maleng Regional Justice Center Courthouse** 401 Fourth Avenue, Room 3-D, Kent, WA 98032	**King County Superior Court Clerk's Office** **King County Courthouse** 516 Third Avenue, #C-203, Seattle, WA 98104 **Maleng Regional Justice Center Courthouse** 401 Fourth Avenue North, 2C, Kent, WA 98032
Veterans Affairs 2106 Second Avenue, Suite 100 Seattle, WA 98121 **VA Hospital – Puget Sound** 1660 Columbian Way Seattle, WA 98108	**Department of Executive Services** **Risk Management Division** 500 Fourth Avenue, Room 320 Seattle, WA 98104 206-263-2250 ADM-ES-0320 (mail stop)
Social Security Administration 915 Second Avenue, Suite 901 Seattle, WA 98174	**King County District Court** 516 Third Avenue, Room W-1034 Seattle, WA 98104

Acronyms

ADATSA	Alcoholism/Drug Addiction Treatment & Support Act	KCCF	King County Correctional Facility (Seattle)
BA	Book of Arrest or "Booking Number"	KEEFE	Resident Commissary Provider
CCD	Community Corrections Division	KITE	How to ask for services while in jail
CCN	Computer Control Number	KOP	Keep On Person (medications)
CO	Corrections Officer	MRJC	Maleng Regional Justice Center (Kent jail)
CPA	Classification Program Administrator	MRSA	Methicillin-Resistant Staphylococcus Aureus
CPS	Classification Program Specialist	DPD	Department of Public Defense
DAJD	Department of Adult and Juvenile Detention	PAO	Prosecuting Attorney's Office
DOC	Department of Corrections	PH	Public Health
DOJ	Department of Justice	PIN	Personal Identification Number
DSHS	Department of Social and Health Services	PR	Personal Recognizance Release
EHD	Electronic Home Detention	PREA	Prison Rape Elimination Act
GED	General Education Diploma	SSDI	Social Security Disability Insurance
HIV	Human Immunodeficiency Virus	SSI	Supplemental Security Income
ICE	Immigration and Customs Enforcement	STAPH	Staphylococcus Aureus
ID	Identification Number	STD	Sexually Transmitted Disease
IMS	Resident Management & Services	TR	Temporary Release
ITR	Intake, Transfer and Release	USPS	United States Postal Service
IVRP	Incarcerated Veterans Reintegration Program	VA	U.S. Department of Veterans Affairs
JHS	Jail Health Services	WIC	Women, Infants and Children
KC	King County		

Contacts

Name	Phone Number	Mailing Address

FREE OR LOW-COST HEALTH COVERAGE AVAILABLE

Sign up for health insurance! You may be eligible for Washington Apple Health (Medicaid) if:

- You are between 19 and 65 years old.
- You live in Washington.
- You are a U.S. citizen **OR** you are a legal immigrant who has lived in the U.S. for more than 5 years or you have been granted refugee status.
- Your annual income is at or below the following:

1 person	$15,856	*If your household income is above these limits, you may be eligible for financial help to buy a health insurance plan. And the household income limits for free coverage are higher for children and pregnant women.*
2-person family	$21,404	
3-person family	$26,951	
4-person family	$21,499	
5-person family	$38,049	
6-person family	$43,596	
7-person family	$49,142	

- ◇ Enroll online following link: www.wahealthplanfinder.org, OR
- ◇ Text King + your ZIP code to 468311to receive information about enrollment events in your ZIP code, OR
- ◇ Call the toll-free Customer Support Center: **1-855-923-4633**.

Index

ADA....8
Addresses....40
Attorney Visits....26, 37
Authorized Cell Items....23
Bail....29
Behavior Standards....16
Bond....29
Books and magazines....23, 39
Classification....15
Clinic appointments....30
Commissary....36
Court Information....25
Dental....30
Disability....6, 23, 33
DOC....29
Drug Court....26
Emergencies....30
Emergency Release of Money....14
eMessaging....40
Glasses....23
Good time credit....29
Grievances....8
Haircuts....25
Halal....15
Head covering - religious....42
Housing....15, 34
Immigration....26
Infractions....16
Indigent....36
Jail Issued Items....23
KITE....6
Kosher....15
Laundry....25
Legal mail....38
Legal Research Workstation....27
Mail....38
Meals....14
Medical....30
Medication....23, 31
Mental health....34
Money....13
Notary....28
Ombuds Office....10
Passover....15
Personal Recognizance....28
Prayer mat - religious....42
PREA....3
Pregnancy....30
Pro se....24, 27
Programs....40
Property....5, 6
Racking....24
Ramadan....15
Rape....4
Reading Program....41
Recreation....41
Release from custody....29
Release planning....30
Religious services....42
Restitution....23
Rights and Responsibilities....2
Rules....17, 19
Sexual Abuse....3
Sexual Harassment....3
Telephone....11
Television....41
Transgender....5
Trial clothes....27
Vegan Diet....14
Veteran's courts....35
Veterans....41
Video visiting....38
Voting....43

Prevent Overdose

Overdose can be fatal.

Your tolerance will become lower the longer you are in jail. If you use the same amount you did before you came to jail, your risk of overdose will be high. Use less.

To reduce your risk of death by overdose:

- **Get Narcan or Naloxone.** Narcan can be used to stop overdose. You can get Narcan from the jail pharmacy by filling out a MEDICAL KITE. After release, you can get it at pharmacies and clinics or by visiting stopoverdose.org. **You do not need a prescription.**
- Use with someone else, so help is there if needed.
- Know what you're using. Fentanyl or other drugs that are much stronger than heroin can be mixed into cocaine and other drugs. **This mixture could kill you.**
- If you didn't get pills and powders at a pharmacy, they are fake and could contain fentanyl or other drugs which can kill you.

Call 911 if someone overdoses.

FEDERAL LAW may prohibit you from possessing a gun after your release if you have:

- Been convicted of a misdemeanor crime of violence against your child, your spouse or
- romantic partner (past or present), the mother or father of your child
- Been subject to a final order of protection.
- Been convicted of a felony.
- Provided a handgun to anyone underage.
- Bought a gun for someone who is prohibited from owning a gun.
- Sold a gun to someone who lives out of state.
- Lied on an application to buy a gun.